



SHIPPING PROCEDURE

The following is the procedure for meeting and conferences to be used whenever an exposition service is not involved with the event:

1. All individuals and companies shipping materials to Copper Mountain, Inc. MUST complete and fax the Estimated Material Handling Order Form to Conference Services one week before the event date.
2. Please use shipping labels below for items being shipped to Copper Mountain Conference Services with appropriate dates for arrival. Copper cannot guarantee prompt delivery of improperly labeled packages.
3. **Shipments should arrive no earlier than 3 days prior to your arrival. Shipments arriving earlier than 3 days prior to your arrival will be refused.**
4. Shipper must prepay all inbound shipments. Collect shipments will be refused.
5. **Client will be responsible for packaging (including materials), labeling and shipping of all out-going packages. Copper Mountain Resort will not accept responsibility for outgoing packages.**
6. Shippers must pay all outbound shipping costs. Outbound shipping procedures will be provided by your Conference Services Coordinator during your stay at Copper.
7. A handling charge of \$4 per item will apply for all packages less than 3'x3' in size. All items larger than 3'x3' will be \$8 each. Pallets that can be broken down into individual boxes will be charged according to applicable box fee. Pallets/crates that cannot be broken down and are too large to be delivered in a standard vehicle will be charged \$65 per time moved.
8. Exhibitors and groups with any storage needs for extra pallets and/or boxes must contact their Conference Services Manager. Storage is based on availability and must be pre arranged. Fees will apply.

SHIPPING LABEL

Photocopy label, cut out and tape to all shipments.

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SHIP TO: COPPER MOUNTAIN INC. CONFERENCE SERVICES 0182 COPPER CIRCLE, SUITE A9 COPPER MOUNTAIN, CO 80443	
RESERVATION ID #: _____ EXHBITOR: _____ GROUP CONTACT NAME: _____	EVENT: LOCATION: DATES: