

Package Shipping Instructions

Please check here if you will NOT be shipping materials to the conference venue. If checked, you do not need to fill out the following form, but please return this by fax or email to Rory Butler at 913-341-6207 or rbutler@GPL4u.com.

Please fill in the information requested below to help The American Airlines Conference Center ensure that all of your materials are here when you arrive. **All boxes shipped to the American Airlines Training and Conference Center must have a hold slip on each box shipped from exhibitors.** To print your hold slips, go to <http://www.touretteconference.com/exhibitor.html>. A materials handling charge will apply to all boxes received by the American Airlines Training and Conference Center. The in and out-bound rates per box received will be as follows:

In-Bound / Out-Bound Package Handling Fees:

Packages 50 lbs and Under	\$5.00 each (Incoming and Outgoing)
Packages 51+ lbs	\$25.00 each (Incoming and Outgoing)
Pallets	\$250.00 each (Incoming and Outgoing)

Package Delivery:

Expected number of boxes/packages will you be shipping _____
Anticipated delivery date _____
Carrier by which the materials will be shipped _____

Shipping Address:

4501 Highway 360 South
Loading Dock B
Fort Worth, TX 76155

Mailing Address:

4501 Highway 360 South
Mail Drop 929
Fort Worth, TX 76155

Instructions on how materials will be shipped out _____

Due to limited storage space, the American Airlines Training Center will only accept shipment of materials 48 hours or less in advance of your function. *AATCC does not accept any liability for any equipment, goods, displays or materials, which fail to arrive at the facility. Customer is responsible for insuring their property for loss or damage.* The center will keep materials for up to one week after the completion of your function. After one week, if we have not received instructions to ship materials elsewhere, they will be discarded.

The Great Plains Laboratory, Inc. (not American Airlines Training and Conference Center) will bill the exhibitor directly for material handling charges on ALL packages via credit card. Fill out and return the below credit card authorization form with the credit card you wish these fees to be charged and submit with your registration. These fees will be billed following the conference:



Credit Card Charge Authorization Form

Select Payment Type: _____ Visa _____ M.C. _____ Am.Ex. _____ Discover

Exhibiting Company Name: _____

Credit Card Number: _____ Exp. Date: _____

Security Code: _____

Cardholder Signature: _____

Cardholder Name: _____

Cardholder Billing Address: _____

City/State/Zip Code: _____

_____ Needs receipt

**Once completed, please fax or email to Rory Butler
at 913-341-6207 or rbutler@GPL4u.com.**