

### Shipping Information

**\*\*\*Please Note\*\*\*** We do not recommend shipping your booth supplies directly to the Gaylord Hotel. Should you choose to do so, please note that AADOM staff and decorator will not be able to intervene with the hotel on your behalf. You will be responsible for retrieving your shipments from the business office at the Gaylord.

We recommend utilizing the decorator services of Show Management, the contracted AADOM decorator. Please utilize the Exhibitor Packet to make all arrangements for your shipments. Shipments should not arrive before July 31, 2015. Storage fees will be assessed for items arriving prior to this date or stored after September 3rd, 2015.

#### **PLEASE SEND YOUR SHIPMENTS TO THE FOLLOWING ADDRESS:**

<p><b>WAREHOUSE</b> Shipping Address Must arrive no later than August 26, 2015</p>
<p><b>Name of Exhibiting Company</b> <b>Your Booth Number</b> <b>American Association of Dental Office Managers (AADOM)</b> <b>C/O Show Management Convention Services</b> <b>UPS Freight Warehouse</b> <b>45 Teledyne Place</b> <b>La Vergne, TN 37086</b>  <b>Warehouse Hours: 8:00am - 4:00pm Mon - Fri</b></p>

#### **PLEASE LABEL EACH BOX CLEARLY WITH THE FOLLOWING:**

Company Name/Space#  
Phone #/Fax#/email address  
On Site Contact Name/On Site Contact Cell Phone #  
Your name/Your signature  
(Fill-in labels are available in Exhibitor Kit)

Please refer to the [Exhibitor Packet](#) Inbound/Outbound Shipping info for detailed shipping information.