

RECEIVING AND SHIPPING INFORMATION

WADA Workshop & Convention – 2004

Wisconsin Athletic Directors Association

INBOUND

All shipments will be received by the Paper Valley Hotel no more than 5 days prior to the event for packages under 25 pounds and 2 days prior to the event for big packages, palettes, exhibits, etc.

The hotel will not accept CODs.

All packages must be addressed similar to the example below:

Conference: Wisconsin Athletic Directors Association
Conference Contact: Brad Nemec
Conference Date: November 7 and 8, 2004
Paper Valley Hotel
Contact: Bill Chadek
Convention Services Manager
C/O Paper Valley Hotel & Conf. Center
PO Box 8000
333 West College Avenue
Appleton, WI 54911

Radisson
Paper Valley Hotel
Bill Chadek
Convention Services Manager
333 West College Avenue
PO Box 8000
Appleton, WI 54913
920-733-8000
920-733-7776 (Fax)
1-800-242-3499

OUTBOUND

Please complete a "PVH Outward Shipping" form. This form can be obtained from our set up department (dial 0) or from our concierge desk. Please pack, label, and hand over your shipment to our se-up staff or concierge before your departure. We will make the arrangements for the carrier to pick up your shipment.

NOTE

Any conference materials, posters, banners, equipment, etc. left in our meeting rooms or storage without specific instructions will be kept for a period of one week following the end of the conference and then disposed of.

The Paper Valley Hotel is not responsible for any delay in receipt, shipment, or delivery of conference material, or any special handling fees assessed by the carrier. Any packages bearing insufficient information will be returned to the original carrier "Collect Charges."

RADISSON PAPER VALLEY HOTEL OUTWARD SHIPPING FORM

Date: _____

TO: _____

Name of Receiver: _____

Company Name: _____

Destination Address: _____

Number of Packages: _____

METHOD OF SHIPMENT: **WE SHIP GROUND UNLESS OTHERWISE SPECIFIED**

**Please Note: 1) UPS DOES NOT DELIVER TO PO BOXES
2) UPS DOES NOT ACCEPT CREDIT CARDS FOR GROUND SERVICE**

UPS/ FED EX/ AIRBORNE/ OTHER _____

METHOD OF PAYMENT

UPS/ FED EX/ AIRBORNE/ OTHER/ ACCOUNT # _____

American Express/Visa/MasterCard/Other # _____

Name on Card (First, MI, Last): _____

Expiration Date: _____

BILING INFORMATION: Please note below if being billed to a conference group.

Name of Person Requesting Shipment:

(Please Print) _____

Signature: _____

Receiving Dept. is not responsible for packaging and labeling outgoing packages