

SHIPPING AND RECEIVING INFORMATION

RECEIVING PROCEDURE

USPS MAIL Send shipment to:

100 Grand Traverse Village Boulevard
Acme, Michigan 49610-0404
Attention: **GUEST NAME**
Hold For: **CONFERENCE NAME**
Date of Event:
Number of Boxes: (i.e. 1 of 2)

FED-EX or UPS Send shipment to:

6300 US 31 North
Williamsburg, MI 49690
Attention: **GUEST NAME**
Hold For: **CONFERENCE NAME**
Date of Event:
Number of Boxes: (i.e. 1 of 2)

RETURN SHIPPING PROCEDURE

Attach properly filled out shipping labels (Fed Ex, UPS, etc...) to packages. **Each package MUST be labeled.** Have packages taken to Shipping Office.

OR

Fill out "Shipping Information Form" which can be obtained from the Concierge, Bellstand, or the Conference Registration Desk. **Each package MUST be labeled.** Have packages taken to Shipping Office.

The Shipping Office is open Monday through Friday, 8am-5pm. After hours call Banquets extension 6100 or Security 2300. Shipments subject to a \$1 per box handling charge.

Please Note: Grand Traverse Resort and Spa **will not** accept shipments of exhibit materials when a Display Company is handling an exhibit show (i.e. ArtCraft). Please ship to Display Company directly.

Grand Traverse Resort & Spa **will not** accept shipments more than one week prior to the conference.