

**Bleeding and Thrombosing Diseases: 2010 Mayo Update**  
**August 3-6, 2010**  
**The Kahler Grand Hotel**

**EXHIBIT SHIPPING AND RECEIVING GUIDELINES**

The following shipping guidelines have been prepared to facilitate the timely arrival of your exhibit materials should you need to ship prior to the conference. If you have any questions, please call Sharon Preuss, Education Specialist, Mayo Medical Laboratories (telephone and e-mail address below).

**EVENT INFORMATION**

Course Title: Bleeding and Thrombosing Diseases Conference  
Course Date(s): August 3-6, 2010  
Sponsor: Mayo Medical Laboratories  
Sponsor Contact: Sharon Preuss  
Telephone: 507-284-8742  
E-mail: preuss.sharon@mayo.edu

**LABELING**

Address all exhibit materials in the following manner. The conference and exhibit will be held at The Kahler Grand Hotel; however, the Kahler's freight elevator is not large enough to accommodate some of the instruments that are being shipped. Therefore, all shipments will need to be sent to the Rochester Marriott and will be delivered to The Kahler Grand Hotel. Please label your exhibit equipment and packages as:

To: Rochester Marriott Hotel  
C/O Sue Johnson  
101 1st Avenue SW  
Rochester, MN 55902

Hold for arrival (date): \_\_\_\_\_

Attn: \_\_\_\_\_

Number of boxes: \_\_\_\_\_ of \_\_\_\_\_

**Please make sure that your shipment has your company identifier (company name/logo) posted on each of the packages so that it can be delivered to the correct booth space.**

**INBOUND SHIPMENT**

You may use any common carrier of your choice. Conference materials should arrive at the Rochester Marriott Hotel **no earlier than Friday, July 30**. All shipments must be prepaid by the sender.

**ADVANCE SHIPMENTS**

Availability of storage space for advance shipments is limited.

**HOURS OF OPERATION**

The Rochester Marriott's shipping department is open for receipt of shipped materials from 6:30 am until 3:30 pm., Monday through Friday.

**DELIVERY**

Federal Express, United Parcel Services (UPS) and local freight carriers make their deliveries to the Rochester Marriott before 10 am, but please note that a full working day may be required for the materials to be delivered internally.

### **OUTBOUND SHIPMENTS**

All outgoing shipments are the responsibility of the vendor representative and will need to be removed from Windsor Hall, The Kahler Grand Hotel, after 4 pm on Thursday, August 5, 2010. The Marriott requests that pickups by local carriers need to be arranged along with payment instructions by you with the carrier of your choice.

### **PACKING**

All materials should be packed, sealed and labeled by exhibit representatives for shipment prior to your departure. Packing tape, packing materials and labels will be your responsibility. We cannot accept responsibility for pickup or delivery of your shipment.

### **UNCLAIMED MATERIALS**

Any conference materials, posters, banners, etc. left in Windsor Hall or The Kahler Grand Hotel storage facility after departure will be held for a period of one week and discarded or returned "Freight Collect."

### **LIABILITY**

Each exhibiting firm must make provisions for the safeguarding of their goods, materials, equipment and displays at all times.

It is understood that The Kahler Grand Hotel/Rochester Marriott is not or shall not be liable for any damage to property or personal injury caused by the exhibitor or his agents, representatives, employees or any other person. It is further understood and agreed that The Kahler Grand Hotel/Rochester Marriott or the course sponsor shall under no circumstances be liable to an exhibitor for any lost profits, sales or business opportunities, or any other type of direct or consequential damages alleged to be due from a breach of this agreement.