



OUTBOUND SHIPPING REQUEST FORM 2016 MCA Expo

ONSITE CONTACT:	_____	COMPANY:	_____
PHONE:	_____	EMAIL ADDRESS:	_____
NUMBER OF PACKAGES:	_____	FREIGHT CARRIER:	_____
EXPECTED PICK UP DATE:	_____	EXPECTED PICK UP TIME:	_____

RETURNING SHIPMENTS POST-EVENT

FireKeepers Casino Hotel is pleased to assist with shipping your outbound packages. Please complete the items below to help us ensure that your packages are secured and shipped in a timely manner.

NOTE: If you are shipping packages with a carrier other than UPS, the Exhibitor is responsible for scheduling a pick up time with the carrier. If your shipping carrier includes, but is not limited to, FedEx, DHL, US Postal Service, LTL, etc., you MUST contact them to schedule a specific pick up date and time. The expected pick up date and pick up time MUST be noted on the boxes to be shipped.

- The Exhibitor is responsible for completing and attaching all **pre-paid** return shipping labels.
- All packages must be sealed. FireKeepers Casino Hotel is not able to provide packaging tape or any other adhesives.
- If you shipped items on a pallet, please stack all sealed boxes on the pallet with the pre-paid return shipping label attached. We will wrap and transport the pallets to our shipping dock.
- All outgoing packages and/or pallets should be left in your exhibit booth with pre-paid shipping label(s) attached.
- The expected pick up date, time and carrier must be noted on all packages. FireKeepers Casino Hotel will ensure the package(s) are at our loading dock by the specified pick up date and time.

Any boxes, packages or pallets that are left in the room that do not have pre-paid shipping labels attached will be held for 48 hours. If the Exhibitor does not contact the Convention Services Manager within 48 hours, the items will be disposed of.

Please contact us with any questions or concerns.
Ciara Sines, Convention Services Manager
Phone: (269) 832-4987
Email: csines@firekc.com