



**THE INN AT VIRGINIA TECH
AND SKELTON CONFERENCE CENTER**

Shipping Instructions:

1. Ship packages to arrive no earlier than five days prior to setup. The hotel has limited space and boxes that arrive earlier will not be accepted.
2. All outgoing boxes must be packed, sealed, and labeled by exhibitor.
3. Arrangements to ship out packages at the completion of the conference should be made directly with Marcus Haynie, Conference Services Planning Manager at VA Tech. Tel. 540.231.0142, email mchaynie@vt.edu. Please make these arrangements **prior** to the Trade Fair on Sunday.
4. If you are shipping an item that requires special handling and/or is heavier than (200) pounds, please contact your conference services manager at least one week in advance. The hotel does not assume responsibility for handling or setup of such items unless special arrangements have been made.

Please Address Incoming Packages as Follows:

Mr. Marcus Haynie

The Inn at Virginia Tech and Skelton Conference Center

901 Prices Fork Road, Blacksburg, VA 24060

HOLD FOR: Contact Name and Exhibitor Company Name (if applicable) PIAVADC

2018 Annual Conference