



GLEACHER CENTER

### **Box Delivery Guidelines**

**In order to ensure the prompt delivery of your items when sending boxes to The Gleacher Center please address your boxes and materials to:**

**University of Chicago  
Gleacher Center  
450 N. Cityfront Plaza Dr.  
Chicago, IL 60611**

**Please include the following information on each box:**

- 1. Contracted Group Name and/or Meeting Name**
- 2. Attention to your Conference Service contact - (Joe Wilkinson)**
- 3. Date of Event**
- 4. Room Number(s)**

**If you would like confirmation on the arrival of your packages, please call 312-464-8787.**

**\*Please note: We can not guarantee your materials will be delivered to your meeting room at your requested time if the boxes are not labeled correctly. Shipping 4 boxes is complimentary; all other boxes are a \$5.00 handling fee. We've also attached a template for you to use for your boxes. Thank You.**

*Shipments will be accepted beginning October 20<sup>th</sup> and must be received no later than Friday, October 31<sup>st</sup>.*

**Name of Group:**

*GSB –*

*Center for Research in Security Prices (CRSP)*

**Attn:**

*Client: Heidi Singh*

*CS Manager: Joe Wilkinson*

*Exhibitor Name: \_\_\_\_\_*

**Date of Meeting:**

*Monday, November 3<sup>rd</sup>, 2008*

**Room Number:**

*621*

**Additional Information:**

*Deliver to room 621 on Monday, November 3<sup>rd</sup>  
by 6:00 AM.*