

# SAMPLE



145 W 30TH STREET 2FL, NEW YORK, NY 10001

From: Booth#: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Carrier: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

To: <<SHOW NAME>>  
c/o National Convention Services  
<<SHOW HALL>>  
<<SHOW ADDRESS>>  
<<SHOW CITY, STATE ZIP>>

**DELIVER BETWEEN <<TIME>>  
<<CONVENTION NAME>> - MUST BE DELIVERED BY << DATE>>  
ADVANCED SHIPMENT CONVENTION MATERIAL - RUSH**



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