



**NALC 71st Biennial Convention
July 16-20, 2018 * Detroit, MI
Freeman Warehouse Shipping Information**

WHERE & WHEN TO SHIP

ADVANCE SHIPMENTS – FREEMAN WAREHOUSE

Vendors shipping to the Freeman warehouse, material may arrive *beginning June 8th* and must *arrive by July 8*. Hours of operation Monday-Friday: 8:00 AM – 3:00 PM, eastern standard time (warehouse closed weekends & holidays). **Label all boxes as shown below.**

Deliver by Friday, July 8, 2018 - WAREHOUSE

TO: NALC – MGMT - WAREHOUSE

C/O: FREEMAN

UPS FREIGHT WAREHOUSE

6150 INKSTER RD

ROMULUS, MI 48174

ONSITE LOCATION: _____

EVENT: NALC 71st BIENNIAL CONVENTION

Box _____ of _____

DIRECT SHIPMENTS- LOS ANGELES CONVENTION CENTER

Shipments to the Los Angeles Convention Center will be accepted *beginning Tuesday, July 10*. ***NO SHIPMENTS WILL BE RECEIVED PRIOR TO JULY 10th***. Label all boxes as shown below:

TO: NALC – MGMT – SHOW SITE

C/O FREEMAN

COBO CENTER

ONE WASHINGTON BLVD

DETROIT MI 48226

ONSITE LOCATION: _____

ONSITE CONTACT PERSON: _____

Box _____ of _____

Event Manager: Kendra Cook

Please notify the meeting planner, Kim Akoto, if you will be shipping material directly to the convention center by Monday, July 2, 2018. The following information will be needed.

- Who is sending shipment and shippers address
- Contact Person Name and Phone Number of who the shipment is for
- Number of Boxes Shipped
- Onsite Location (example: Booth, Bag Stuffing, or Branch Sales/Branch #)