



## **Target Markets' Vendors – Trade Show**

### **Trade Show Shipping Instructions for The Westin Copley Place, Boston**

All exhibit materials are to be sent to The Westin Copley Place, Boston, no earlier than Thursday, April 26, 2012. **All** materials arriving at the hotel will be charged storage fees (list of hotel drayage fees available on the TMPAA website).

**Electricity requests** will be done directly through the hotel – the required document can be found on the TMPAA website.

**Internet** charges in the Vendor Trade Show area will be covered by the Association.

**Set up** for the Vendor Trade Show can begin on **Monday, April 30th at 9:00 a.m.**

**Tear down** of the Trade Show can be either Tuesday, May 1st **after the reception (7:00 p.m.)** or Wednesday, May 2<sup>nd</sup> at **noon**.

Charges will continue to be applied to packages that are left on the hotel's premises.

All exhibit material shipped to The Westin Copley Place must use the shipping labels available on the TMPAA website.

Thank you.