

Community Hospital 100 Conference

October 23 - 25, 2011

Pinehurst Resort, NC

INVENTORY OF BOXES SHIPPED

Company Name: _____

Your Name: _____

Your Phone Number: _____

Total # of Boxes Shipped: _____

In case boxes do not arrive:
Attendee Name : _____

Attendee Cell #: _____

Please ship all materials to:
Pinehurst Resort
c/o: Community Hospital 100/Kristy Cioffi
80 Carolina Vista Dr.
Village of Pinehurst, NC 28374
Box _____ of _____

Note: Remember to place a red dot onto the top face of the box near your shipping label.

Materials Sent:

BOX #	CONTENTS	ITEM(S) TO BE PLACED IN	DATE SHIPPED	DATE TO ARRIVE AT HOTEL	HOW SHIPPED?
					COMPANY & TRACKING/AIRBILL #
<i>Example:</i> 1 of 4	<i>25 Brochures</i>	<i>Display Table</i>	<i>02/02/11</i>	<i>02/07/11</i>	<i>FedEx 34575</i>
1.					
2.					
3.					
4.					
5.					



Important Note:

*We will not be shipping back left-over materials; do not send more materials than we require.
Should you want to hand carry back any left-over materials please let Jen know.
Any display materials left over and not collected will be recycled.*

RETURN THIS FORM TO EMILY SCIASCIA NO LATER THAN OCTOBER 14.

esciascia@lincolnhc.com

or fax to 203-846-2694