

## CSMG 2016 Exhibitor Shipping Instructions:

1. Notify Nicole Germain ([ngermain@usccb.org](mailto:ngermain@usccb.org)) no later than **Wednesday, January 20, 2016**, with the total number of packages shipped and a description of the contents. Packages/boxes will be delivered to your exhibit table after you check in at the CSMG Registration Desk.
2. Any exhibit items shipped to the Omni Shoreham Hotel **should not arrive prior to Wednesday, January 20, 2016**. There will be an additional \$25.00 charge per day for all days beyond the three-day window, and you will be charged after the Gathering if you incur storage/handling fees. When shipping items to the hotel each label should include the information shown on the example below, inserting your own information in place of the red text.

**From:** [Name of person from your organization responsible for receiving the box(es)]  
[Total number of ] boxes  
[Your organization]  
[Your address]  
[Your phone number]

**To:** Omni Shoreham Hotel  
Attention: Nicole Germain, Catholic Social Ministry Gathering  
2500 Calvert Street NW  
Washington, District Of Columbia 20008 USA  
Phone: 202-234-0700

HOLD FOR ARRIVAL