



Shipping: (Packages should not arrive more than 72 hours prior to event)

*****If Packages Are Received More Than 72 Hours Prior To Event There Will Be a Charge of \$25 Per Day + \$47 Per One Hundred (100) lbs. Received.*****

When Shipping Packages to Hotel/Convention Center, please ship to:

Radisson Valley Forge and Convention Center

1160 First Avenue, King of Prussia, PA 19406

Receiver's Name: _____

Meeting Dates & Name - _____

Service Manager – Mary-Kate Redding

Table # - _____

If sending more than 1 box, please list Box 1 of 4, Box 2 of 4... etc.

Please have return labels preaddressed with account number to be used if planning on shipping items out at conclusion of event.