



## SHIPPING INFORMATION

Hargrove, Inc. is the official contractor for Material Handling for the 2018 NIGP Forum and Products Expo. Order forms are included in the *OFFICIAL SERVICE CONTRACTOR* section of this manual. Please send your materials to one of the following addresses.

### ADVANCE SHIPMENTS:

ADVANCE SHIPPING BEGINS **TUESDAY, JULY 17 AT 8 AM**. THE LAST DAY ADVANCE FREIGHT WILL BE ACCEPTED AT THE WAREHOUSE IS **TUESDAY, AUGUST 14 AT 4 PM**. SHIPMENTS RECEIVED AFTER AUGUST 14 WILL INCUR AFTER DEAD-LINE CHARGES. SHIPMENTS ARE RECEIVED M-F 10AM – 4PM.

Advance Shipping Address:

Your Company Name and Booth Number  
NIGP Forum 2018  
c/o Hargrove  
YRC Nashville  
7300 Centennial Drive  
Nashville, TN 37209

### DIRECT/ON-SITE SHIPMENTS:

DIRECT SHIPMENTS WILL ONLY BE RECEIVED DURING EXHIBIT MOVE-IN STARTING ON **SUNDAY, AUGUST 19 AT NOON**.

Direct Shipping Address:

Your Company Name and Booth Number  
NIGP Forum 2018  
c/o Hargrove  
Gaylord Opryland Resort & Convention Center  
Ryman Exhibit Halls B3-6  
2816 Opryland Drive  
Nashville, TN 37214

### **IMPORTANT FREIGHT NOTICE:**

***DO NOT RISK NOT RECEIVING YOUR EXHIBIT MATERIALS.***

***SHIP THEM TO THE ADVANCE WAREHOUSE.***

**THE CONVENTION CENTER DOES NOT HAVE THE CAPACITY TO RECEIVE AND STORE EXHIBIT MATERIALS PRIOR TO THE PUBLISHED MOVE-IN HOURS. IF YOUR MATERIALS ARE RECEIVED PRIOR TO THE SCHEDULED MOVE-IN TIME, YOUR PACKAGE MAY BE TURNED AWAY OR MAY ACCUMULATE SIGNIFICANT ADDITIONAL CHARGES IF ACCEPTED.**