

Subject: Shipping Materials to CA Charter Schools Conference

If you are planning to ship presentation materials to the California Charter Schools Conference, Monday, February 1st is the first day that shipments will be accepted.

Due to the size of the convention center and the number of other shipments, your shipment must go through the decorator Champion. You cannot ship directly to the convention center. Champion must receive your shipment in their warehouse between February 1 and February 22, 2010 in order for it to be transported to the convention center. Otherwise, please plan to hand-carry your materials with you to the conference.

To view this information online and to download PDFs of the shipping labels, please visit [http://www.charterconference.org/speaker\\_info.php](http://www.charterconference.org/speaker_info.php) and see Shipping and Hand Delivery Instructions. See Hard Copy Handouts for room capacities.

\*\* Exhibitors: please ship any materials for exhibit hall presentations with your booth and follow advance shipping instructions as provided by Exhibits Management. If you have questions, please contact [cacharterexh@continue.uoregon.edu](mailto:cacharterexh@continue.uoregon.edu).

Shipped or hand delivered materials will be delivered to your room for your convenience, or you can pick up your shipped materials at the Creative Solutions counter at Registration in the Sacramento Convention Center East Lobby after 2 pm Monday, March 1. If your presentation takes place prior to this time, please plan to bring your session materials with you to your session. If you would like to ship your hard copy handouts to the conference, please follow the advance shipping instructions to make sure your shipment is received on time. Otherwise, please plan to hand-carry your materials.

### **Advance Shipping Instructions**

SHIPPED materials must be received between February 1 and February 22, 2010.

ADVANCE SHIPPING address labels must read as follows:  
(Prepare 2 DIFFERENT labels per box. Label top of box, no side labels)

Label 1.

To "CA CHARTER CONFERENCE 2010 Show Mgmt: Session Materials" (Must have this line).

Presentation Day:

Start Time:

Location:

Session Title:  
Presenter Name:  
Presenter cell phone number:  
Box # \_\_\_\_ of # \_\_\_\_

Label 2.  
For: California Charter Schools Conference  
Champion Exposition Services  
YRC  
4200 W. Capital Ave.  
West Sacramento, CA 95691

Please submit the following important information to help us track your shipment in the event that your materials do not arrive on schedule.

Please visit the submission login at:  
[http://center.uoregon.edu/conferences/CASCharter/FORMS/CFP/cfp\\_login.php?formid=1343571](http://center.uoregon.edu/conferences/CASCharter/FORMS/CFP/cfp_login.php?formid=1343571)

You will reaccess the submission system with your email and password. Click on the title of your presentation, then [edit this section] for the Materials Shipping/Delivery page.

OR you can e-mail the following to [chartercfp@ce.uoregon.edu](mailto:chartercfp@ce.uoregon.edu) with the subject line "Session Advanced Shipment:"

1. Name of individual responsible for shipping
2. Phone number of person responsible
3. Email address of person responsible
4. Presenter(s)' name(s)
5. Onsite cell phone number of presenter(s)
6. Description of the shipment
7. Number of boxes
8. Carrier
9. PRO number or shipping ID number
10. Date of pickup, and scheduled date of delivery
11. Weight of shipment if known

### **Hand-Carried Instructions**

If you plan to hand-carry your materials to the conference, you can still have your materials delivered to your presentation room. Session handouts may be dropped off at the Creative Solutions counter at Registration in the Sacramento Convention Center East Lobby after 2 pm, Monday, March 1. If your presentation takes place prior to this time, please plan to bring your session materials with you to your session.

Please label your box(es) as follows:

"CA CHARTER CONFERENCE 2010 Show Mgmt: Session Materials" (Must have this line).

Presentation Day:

Start Time:

Location:

Session Title:

Presenter Name:

Presenter cell phone number:

Box # \_\_\_\_\_ of # \_\_\_\_\_

If you are planning to hand-carry your materials to the event but would like them delivered to your presentation room, please let us know so we can plan accordingly.

Please visit the submission login at:

[http://center.uoregon.edu/conferences/CASharter/FORMS/CFP/cfp\\_login.php?formid=1343571](http://center.uoregon.edu/conferences/CASharter/FORMS/CFP/cfp_login.php?formid=1343571)

You will reaccess the submission system with your email and password. Click on the title of your presentation, then [edit this section] for the Materials Shipping/Delivery page.

OR you can e-mail the following to [chartercfp@ce.uoregon.edu](mailto:chartercfp@ce.uoregon.edu) with the subject line "Session Material Delivery:"

1. Name of individual responsible for carrying materials
2. Phone number of person responsible
3. Email address of person responsible
4. Presenter(s)' name(s) – if different than who is delivering materials
5. Onsite cell phone number of presenter(s)
6. Description of hand-carried materials
7. Number of boxes

If you have any questions about your presentation, please e-mail [chartercfp@ce.uoregon.edu](mailto:chartercfp@ce.uoregon.edu).

We look forward to seeing you in Sacramento!