

# DELIVERY TO VENUE

CIRCLE ONE: FED EX / UPS  
CIRCLE ONE: 4TH FLOOR / 5TH FLOOR  
Private Courier Name:

EVENT NAME:

EVENT DATE:

EVENT PRODUCTION MANGER NAME:

Ship To

Address Line 1:  
Address Line 2:  
City State Zip Code:  
Country:

etc.venues  
**convene**<sup>™</sup>

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