

Here are the proper instructions:

Boxes and packages should be properly marked with the following:

A. Group name and onsite contact's name.

B. Date of group's arrival.

C. Materials may be shipped for arrival one week in advance of the conference and the hotel will store the materials in a secure location pending the group's arrival.

**Loews Vanderbilt Hotel**  
**2100 West End Avenue**  
**Nashville, TN 37203**

The fees to move items from our loading dock to your office or meeting room are below:

\$5 per box

\$75 per crate

\$125 per pallet