



Poster Shipment Service

SHIPMENT DEADLINES

If you ship your poster it must arrive at the **advance freight warehouse** no earlier than **Monday, October 14**, and no later than **Friday, October 9**. You can send shipments directly starting on Tuesday, October 20 to the Moscone Convention Center. If you live outside the United States, be sure to contact your local customs broker to make shipping arrangements.

SHIPMENT HANDLING FEES

Send all materials prepaid. Collect shipments cannot be accepted. There is a \$75 handling fee to store your materials, deliver them to your poster area, and arrange return shipping. Please be sure to enclose a check made out to **Freeman** and send it with your shipment notification letter. **This fee does NOT cover your fees for shipping into or out of the exhibit hall.**

SHIPMENT CARRIERS

Air freight is the best means to send your shipment. Delicate materials, such as photographs and poster cardboard, can be damaged by common carriers. Packages shipped by UPS and Federal Express can be difficult to trace if there are delivery problems. **You will pay directly to your carrier of choice for inbound and outbound services.**

SHIPMENT LABELING

Proper labeling is essential to ensure delivery of your materials. Label two sides of each package and ship all materials to the address noted below.

From: Presenter Name
Poster Number (example PO123)
Poster Title
Poster Session (example Session I)
Hold for the American Academy of Ophthalmology October 24-27

Advance Shipping:

(Begins on Monday, 9/14)

To: **American Academy of Ophthalmology**
C/O FREEMAN
Yellow Freight Systems
201 Haskins Way
San Francisco, CA 94080
Cannot arrive after 10/9

Direct Shipping: (Begins Tuesday 10/20):

To: **American Academy of Ophthalmology**
C/O FREEMAN – Moscone Center
747 Howard Street
San Francisco, CA 94103-3181
**Hold for American Academy of
Ophthalmology October 24-27, 2009**

SHIPMENT NOTIFICATION

When you ship your materials, send a separate letter to the attention of Exhibitor Services, Freeman. Be sure to include the date of your shipment, the number of packages sent, the shipment carrier used, the bill of lading number, and a \$75 check for the handling fee. If you choose to use the Freeman return shipping services, you are required to pay any additional fees.

SHIPMENT TRACING

Bring your shipment notification letter to the meeting so that your material can be traced should there be delivery problems. If you wish to confirm your shipment's arrival, please call Exhibitor Services, Freeman, at 714.254.3410 and ask for Exhibitor Services pertaining to the American Academy of Ophthalmology/provide meeting dates.

RETURN SHIPMENT POLICIES

Return shipping arrangements are handled at the Freeman Service Desk located in North, Room 123 at the Moscone Convention Center. If you have shipped your poster to the meeting, you still need to go to the Freeman Service Desk to complete the appropriate outbound shipping forms (outbound material handling agreements). **Bring your packed or wrapped poster with you at the time you fill out your outbound material handling agreement.**

NOTE: Carrier fees are additional; all materials are sent airfreight, the most practical and economical service for small packages and printed material.