



## **SHIPPING INSTRUCTIONS**

### **Shipping Deadline**

Shipments must be received in our warehouse (Softrac) by **Thursday, May 29, 2008**. Please note that freight charge for your shipments must be prepaid or they cannot be accepted. To ensure pick-up, freight must be delivered directly to Softrac and not AOPA.

### **Shipping Address**

Please label each piece and address all shipping documents/bills of lading as follows:

Attn: (Your Company Name)  
Booth # (Your Booth Number)  
AOPA Fly-In and Open House  
Softrac  
500 Monocacy Blvd.  
Frederick, MD 21701

In order to get your shipment delivered to your booth and/or aircraft display, it is imperative that you include your Company Name and Booth number on your labels. Shipments will be delivered to your booth/aircraft display space by 3:00 pm on Friday.

### **Return Shipments from Aircraft Display and/or Exhibitor Booths**

Aircraft Display exhibitors should attempt to take all materials with them at the close of Fly-In. If you have to ship something back from the Aircraft Display or Exhibitor Booth, please have your completed FED-EX, UPS or Bill of Lading forms along with your shipment. Unfortunately, AOPA can only return materials that are pre-paid and have a return address. Please contact your shipping company directly to arrange for pick-up of your packages from the Softrac warehouse at the above address within 5 working days of the close of the show. Appropriate return shipments will be picked up at your booth/aircraft display space immediately following the close of Fly-In teardown.