



### Conference/Events Shipping Form

- If materials are being sent for your meeting/event, you must notify your Event Coordinator at least five business days prior to delivery. Your Event Coordinator must also be notified of shipment details including quantity, size, arrival date and shipper.
- Shipments must arrive no earlier than three business days prior to your meeting/event date. You are responsible for arrangements to ship materials out of our property, including packing, sealing, and labeling your packages. Your Event Coordinator must also be notified when items are being shipped out along with shipment details.

- Shipments should be addressed to:

Choctaw Casino and Resort

ATTN: Conference Center loading dock / Rita Weatherly

4216 HWY 69/75

Durant, OK 74701

Telephone: (580) 931-2715

\*Items must be to the ATTN. of the conference center loading dock / Rita Weatherly\*

- Be sure the return address on shipments includes your company name and cell phone number for on-site point of contact.
- Please fill out the attached form and place on shipment boxes.



**Please fill out the following and place on outside of shipment boxes:**

Event/Meeting: \_\_\_\_\_

Company Name: \_\_\_\_\_

On-site Contact Name and Phone #: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Description of items: \_\_\_\_\_

Quantity and Size: \_\_\_\_\_

Carrier: \_\_\_\_\_

Tracking Number: \_\_\_\_\_

Additional comments/instructions: