**Exhibitor -- Shipping and Receiving Instructions**

**Conference Name: 2023 Virginia Recycling Association Conference**

**Conference Date: May 22-24, 2023**

* **Please have the items arrive no earlier than two days prior to the day of the event as space is limited for storage**
* **Reference the conference and address to Bianca Norton (address below)**
* **Please arrange for pick up within one day of the conference,  FedEx and UPS both pick up each day; FedEx Express may need to have the client call to ensure a pick up is arranged**
* **At the conclusion of the conference, packages should have labels ready for pick up.  The Inn’s staff does not have labels to place on the boxes and cartons**

**Bianca Norton**

**Director of Catering**

**The Inn at Virginia Tech and Skelton Conference Center
901 Prices Fork Road**

**Blacksburg, Virginia 24061**

**P-540-231-0115**

**C-540-641-1585**

**Bianca.Norton@crestlinehotels.com**

[**www.innatvirginiatech.com**](http://www.innatvirginiatech.com/)