

## Shipping form

1. Label your boxes **clearly** with: **(This is absolutely essential!)**  
**Visual Connections October 25 / your company name / Space # your space number**
2. Send your shipment to:  
GIO Express, Inc.  
2180 5th Avenue  
Unit 1B  
Ronkonkoma, NY 11779  
Attn: Kim Lant  
Tel: 848-863-6100
3. Ensure your shipment will arrive at the warehouse between **October 2<sup>nd</sup>** and **20<sup>th</sup>** (inclusive).  
*Early shipments will be returned. Late shipments will incur a \$150 penalty.*
4. **Complete and send this form by Friday October 20<sup>th</sup>** to Deborah Free at:  
[deborah@visualconnections.com](mailto:deborah@visualconnections.com)

**Shipping costs \$40 per box (\$80 per box if this shipping form is not received by October 20<sup>th</sup>).**

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Number of boxes shipped: \_\_\_\_\_ Sent on: \_\_\_\_\_ To arrive on: \_\_\_\_\_

Boxes shipped via:  FedEx  UPS  DHL  Post Office  Other \_\_\_\_\_

Tracking numbers for boxes:

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