



EXHIBITOR INBOUND SHIPPING FORM

VENDOR INFORMATION

EVENT NAME		EVENT DATE(S)	
COMPANY CONTACT		POSITION	
PHONE		EMAIL	
ONSITE CONTACT		POSITION	
PHONE		EMAIL	
NUMBER OF PACKAGES		EXPECTED ARRIVAL DATE	
FREIGHT CARRIER		BOOTH NUMBER	
TRACKING NUMBER(S)			

SHIPPING INFORMATION

DoubleTree by Hilton – Battle Creek is pleased to accept packages for the upcoming Great Lakes IFT event on Tuesday, April 29th, 2025.

Packages should arrive no earlier than Thursday, April 24th, 2025 and will be delivered to your booth before the event begins.

Please label all packages with the information listed below:

DoubleTree by Hilton - BC
Attn: Sales Dept. (GL IFT – “Vendor Name”)
50 Capital Avenue
Battle Creek, MI 49017

Please return this completed form to:

Ciara Sines
Event Services Manager
ciara.sines@6pmhospitality.com
(269) 806 – 8521