

**FROM:** \_\_\_\_\_  
\_\_\_\_\_

PAYMENT INFORMATION  
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For shipments to be accepted, billing information must be on file prior to shipping.

Contact your hotel representative directly for credit card payment instructions.

**SHIP BOXES TO:**



1970 DIAMOND BOULEVARD  
CONCORD, CA 94520

ATTN: \_\_Yanta M. Battle – Convention Services Manager \_\_ PHONE: 925-827-2000 EXT: \_\_\_\_2660\_\_\_\_  
(HOTEL REPRESENTATIVE)

NAME OF MEETING: \_\_Glazier Football 2023 \_\_\_\_\_

DATE (S) OF MEETING: \_\_March 3-5, 2023 \_\_\_\_\_

RECIPIENT'S NAME: \_\_\_\_\_  HOTEL GUEST  NON-HOTEL GUEST

COMPANY'S NAME: \_\_\_\_\_

NUMBER OF BOXES: \_\_\_\_\_

(# each box as " 1 of 7", "2 of 7", "3 of 7", etc.)

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THIS FORM MUST ACCOMPANY BOXES THAT ARE BEING SHIPPED TO THE HOTEL.  
PLEASE MAKE COPIES AND PLACE ON BOXES PRIOR TO SHIPPING