



## SHIPPING SHEET

### NOTE

- All freight shipments must be delivered on dock-height vehicles with a liftgate.
- All freight carriers must be scheduled in advance *(48 hours to delivery w/ Jason Chang)*
- **ONLY** authorized/credentialed deliveries will be accepted at the InterContinental Hotel.
- All shipments **MUST ARRIVE BY TUESDAY, MAY 12<sup>TH</sup>**

### Step 1. Label packages as follows:

**Intercontinental Los Angeles Downtown**

**900 Wilshire Blvd.**

**Los Angeles, CA 90017**

**Reference: NFLPA Rookie Premiere**

**Attn:**

**Partner Name: "On-site name of person receiving package/shipment"**

**Ballroom Location:**

### Step 2. Provide the following information:

SHIPPER NAME		DATE	
COMPANY		E-MAIL:	
OFFICE PHONE:		CELL PHONE:	

### Step 3. Help Us Track Your Packages:

Origin City/State: \_\_\_\_\_

Date Shipped: \_\_\_\_\_

Expected Date of Arrival: \_\_\_\_\_

Shipping Method: \_\_\_\_\_

Contents: \_\_\_\_\_

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

Number of Pallets/Boxes: \_\_\_\_\_

Step 4. Submit This Information: Please e-mail this document to: [jason.chang@nflpa.com](mailto:jason.chang@nflpa.com)

**\*Shipping Window | Tuesday, May 5<sup>th</sup> – Tuesday, May 12<sup>th</sup>**

**\*Please ensure that no shipments are scheduled to arrive prior to May 5th**

**\*Delivery Hours | Monday – Friday | 8am – 5pm**

**\*Please affix the labels below to all shipments delivered to the hotel**



## SHIPPING LABEL

**Intercontinental Los Angeles Downtown**

**900 Wilshire Blvd.**

**Los Angeles, CA 90017**

**Reference: NFLPA Rookie Premiere 2026**

**Attn:**

**Partner Name:**

**Ballroom Location:**

Package Contents:

Box/Pallet \_\_\_\_ of \_\_\_\_

Any questions, please reach out to **Jason Chang – 818.428.7145**  
[jason.chang@nflpa.com](mailto:jason.chang@nflpa.com)

**TO CUT**-----



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