



SHIPPING SHEET

NOTE

- All freight shipments must be delivered on dock-height vehicles with a liftgate.
- All freight carriers must be scheduled in advance *(48hrs to delivery w/ Anthony Harris).*
- Authorized/Credentialed deliveries will **ONLY** be accepted at the InterContinental Hotel.
- All shipments **MUST ARRIVE BY TUESDAY, MAY 13TH.**

Step 1. Label packages as follows:

Intercontinental Los Angeles Downtown

900 Wilshire Blvd.

Los Angeles, CA 90017

Reference: NFLPA Rookie Premiere 2025

Attn: "On-site name of person receiving package/shipment"

Partner Name: "NFLPA"

Step 2. Provide the following information:

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

Step 3. Help Us Track Your Packages:

| Equipment / Product | Origination City/State | Date Shipped | Expected Arrival Date | Shipping Method | Tracking Number | Pallet or Boxes # |
|---------------------|------------------------|--------------|-----------------------|-----------------|-----------------|-------------------|
| | | | | | | |
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Step 4. Submit This Information: Please e-mail this document to: Anthony.harris@nflpa.com

***Shipping Window | Tuesday, May 6th – Tuesday, May 13th.**

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

***Please affix the below label to any materials delivered to the HOTEL.**

| | |
|---|--------------------|
|  SHIPPING LABEL Intercontinental Los Angeles Downtown 900 Wilshire Blvd. Los Angeles, CA 90017 Reference: NFLPA Rookie Premiere 2025 Attn: Partner Name: | |
| Package Contents: | Box _____ of _____ |
| Any questions, please reach out to Anthony Harris – 203.391.4222 Anthony.harris@nflpa.com | |

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|  SHIPPING LABEL Intercontinental Los Angeles Downtown 900 Wilshire Blvd. Los Angeles, CA 90017 Reference: NFLPA Rookie Premiere 2025 Attn: Partner Name: | |
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