

### MITIE<sup>™</sup> Shipping Information Protocol

NAME OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

PRODUCT ARRIVAL DATES: \_\_\_\_\_

SET UP DATE AND TIME: \_\_\_\_\_

#### INCOMING PRODUCT:

1. Product must arrive at least one day prior to the day of the event unless otherwise specified and cleared through MITIE<sup>SM</sup>.
2. A detailed list of the product(s) being shipped must be provided prior to its arrival along with the name(s) of the company representative(s) that will be on site for the set-up.
3. The number of boxes shipped must be clearly noted on the product list.

#### OUTGOING PRODUCT:

1. Lab break down and shipping preparations will be completed by representative(s) of respective companies unless otherwise cleared through Director of MITIE. Please have all packages taped, boxed and labeled with FedEx, UPS or other shipping labels. Please note that each package must have a shipping label to be sent out of The Methodist Hospital. **PLEASE BRING SHIPPING LABELS WITH YOU, THEY ARE NOT PROVIDED BY MITIE OR THE METHODIST HOSPITAL.**
2. If you are providing your own shipping company, the delivery and pick up of your product(s) must be scheduled through MITIE.
3. We are not responsible for the timing with which product is shipped out of The Methodist Hospital. If you have product that has to be shipped out immediately, please arrange your own pick up with FedEx, UPS or other shipping providers. Please make sure to have a representative of your company available at the appropriate time to meet the shipping company. This will also need to be scheduled through MITIE for access to the lab facility or hospital loading dock.

#### SHIPPING:

It is extremely important that your shipping label(s) include all of the following for deliveries to MITIE. If you do not include all information, you may jeopardize the timely arrival of your product for set-up in the facility.

#### **PHYSICAL ADDRESS**

The Methodist Institute for Technology, Innovation and Education (MITIE<sup>SM</sup>)  
6670 Bertner Avenue  
5<sup>th</sup> Floor  
Houston, Texas 77030

#### **SHIPPING ADDRESS**

MITIE

Attention: \_\_\_\_\_

6670 Bertner Ave, 5<sup>th</sup> Floor  
Houston, Texas 77030

Name of Event: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

On-Site Contact Name: \_\_\_\_\_

On-Site Contact Phone: \_\_\_\_\_

On-Site Contact E-mail: \_\_\_\_\_

Name(s) of On-Site Representatives for Set-Up:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of On-Site Representatives Attending Course:

\_\_\_\_\_  
\_\_\_\_\_

Product Information (Please list below in detail or attach a spreadsheet)

**Total Product (monetary) Value:**

Product Information (Please list below <u>in detail</u> or attach a spreadsheet)	Total Product (monetary) Value:

Scheduled Delivery Date/Time: \_\_\_\_\_

Method of Shipping (FedEx, UPS, etc...): \_\_\_\_\_

If using other shipper, please list name: \_\_\_\_\_

Total number of boxes being delivered: \_\_\_\_\_

Is this product to be returned or will it be disposed of?

Product is to be returned after the activity.

Product may be disposed of after the activity.

E-mail this form to \_\_\_\_\_@\_\_\_\_\_.

If you have any questions, please call 713.441.7912