

SHIPPING AND PRODUCT SHIPPING INFO SHEET

SHIPPING PROTOCOL

Lab Shipping Address (Friday):

MITIE
Attn: (Lab Specialist Name & Event Name)
6670 Bertner Ave
RI -5th Floor
Houston, TX 77030

Exhibits Shipping Address (Saturday):

ATTN: Chris Ralls
6670 Bertner Ave
RI -2nd Floor - Office of CME
Houston, TX 77030

Dock Hours: Monday – Friday 8am – 2pm

please note that no shipments will be accepted outside of the loading dock hours

Incoming Product:

1. Product must arrive at least one day prior to the day of the event. Product **should not** arrive more than 7 days before the event if being shipped domestically and no more than 30 days before the event if being shipped internationally.
2. A detailed list of the product must be provided along with the company representative(s) that will be on site to set up.
3. Product must arrive to the dock and brought up to the 5th floor. Houston Methodist employees **will not** be able to assist with bringing packages to the 5th floor.
4. Product must be unpacked, set up, and monitored by an industry representative during the duration of the event.
5. MITIE is not responsible for any missing packages. It is the responsibility of the vendor to locate and find any missing packages.

Event Information (MITIE Staff to complete)

Event Name: ASOT (American Society of Ophthalmic Trauma)

Date of Event: 5/9/25

Lab Type? Wet (Cadaver, animal, any tissue) Dry Other:

MITIE Space used: PSL Hybrid Conference Rooms Partial Task Sim 1 and 2 OR ½

MITIE Contact Name: Robert Schnur

MITIE Contact Email: rschnur@houstonmethodist.org

MITIE Contact Phone Number: (346) 491-6800

Product Information

* Please use the attached shipping form to provide all the necessary product information. Please note that there are two tabs that need to be completed.

NOTICE: ALL PACKAGES MUST BE ON THE ATTACHED SHIPPING FORM. IF YOU DO NOT RETURN THE SHIPPING FORM TO MITIE, WE CANNOT GAURENTEE THAT YOUR PACKAGES WILL BE AVAILABLE THE DAY OF YOUR EVENT.

After Event Instructions

Dock Hours: Monday – Friday 8am – 3pm

please note that no shipments can be scheduled for pick-up outside of the loading dock hours

Outgoing Product:

1. Lab breakdown and shipping preparations **MUST** be completed by representatives of the respective company. 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 picked up. **PLEASE BRING SHIPPING LABELS WITH YOU, THEY ARE NOT PROVIDED BY MITIE.**
2. Outgoing shipments need to be scheduled for pick-up within **1 business day if being shipped domestically** and **within 3 business days if being shipped internationally.**
3. Companies/representatives **MUST** schedule their own pickup with the shipping courier and inform their MITIE Project and Lab Specialists. Please be advised that it is the responsibility of the company to reschedule any missed pick-ups and provide an updated time and date for their MITIE Project and Lab Specialists.