**RSNA 2014 Image Sharing/AAO Testing Event**

**October 13-16, 2014**

**RSNA**

**820 Jorie Blvd.**

**Oak Brook, IL 60523**

**Shipping Information**

Equipment will be shipped to and from the testing event at the participant’s expense. All equipment to be used in the testing event should be sent to the following address:

RSNA 2014 Image Share/AAO Testing Event

RSNA

820 Jorie Blvd.

Oak Brook, IL 60523

**“INSIDE DELIVERY”**

In addition the mailing label for each separate box you send should include the following information:

Participating Company Name

Location or Space Number

Total (eg, “Box 1 of 4”)

When you ship, please also send Diane Lopez (dlopez@rsna.org) an email listing number of boxes and date of arrival of your equipment. This will allow the RSNA office and shipping services department to track and organize equipment as it arrives. **Please ship equipment so it arrives between**

**October 6-10, 2014. Equipment can be delivered between the hours of 8:30am and 4:00pm CDT.**

When preparing your return shipment, **please include a bill of lading for each skid/box or equipment and a commercial invoice for all international shipments**. **Be sure to bring your company’s account number for shipping all equipment back**. Please note that all equipment needs to be shipped out at the end of the testing event no later than Friday, October 17, 2014.