

*Instructions for Employer Shipments for the Challenge Job and Internship Fair*

Shipments for the Challenge Job Fair at the Kirkley Hotel in Lynchburg, VA should be sent to:

Banquet Manager  
Hold for: Challenge Consortia Job Fair  
Kirkley Hotel  
2900 Candler's Mountain Road  
Lynchburg, VA 24502

Receiving and storage of boxes and delivery to the room location incur a fee of \$20.00 per box, up to 10 lbs. The Kirkley Hotel will accept boxes up to 3 days prior to the start of the event. The boxes will either be charged to the room, if a hotel guest, or the vendor will pay directly at the front desk. All return shipping must be arranged by the party shipping the packages/boxes.