



CONFERENCE CENTER EXHIBIT SHOW | SHIPPING INSTRUCTIONS

GENERAL INFORMATION

All boxes and freight that are shipped directly to the Penn Stater Hotel & Conference Center, in relation to an exhibit show, will be subject to these charges.

- If the Conference/Event is utilizing an exhibit company, your shipment must be made through the designated exposition company.
- The Penn Stater will only accept shipments within four (4) business days of the start of your event, between the hours of 7:00am—3:00pm EST or additional charges may apply. There is limited space at the dock to receive and store shipments.
- Prepayment is required prior to release of exhibit materials.
- The shipment handling fee (includes receipt, storage and one-way delivery to your table)
- The Hotel is not responsible for damage or loss of any items left in the Hotel prior to or following any function.

CURRENT PRICING STRUCTURE

Package Weight Range	Total Price
1 – 25 lbs.	\$25.00
26 – 100 lbs.	\$75.00
100+ lbs.	\$75.00 per 100 lbs.

Pallets may not exceed 1500 lbs.

PAYMENT INFORMATION

Billing Name (as it appears on your credit card): _____

Company Name: _____

Email Address: _____

Phone Number: _____

Method of Payment: AMEX VISA MC DISC CHECK

Credit Card #: _____

Exp Date: _____

Signature: X _____

Date: _____

Onsite Contact if different from Billing Name: _____

Conference/Event Name: _____

Booth or Table #: _____

Event Date(s): _____

Shipment Description: _____

Number of Packages: _____

Estimate Weight: _____

Shipping Company: FedEx UPS DHL OTHER: _____

For internal use only upon receipt of packages

Total Weight	Cost	Sales Tax (6%)	Total Billed	Internal Transaction Code: 3070 Internal Tax Code: 3098 Internal Posting Master



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UPON ARRIVAL

- We will deliver packages to your exhibit table prior to the established exhibitor setup time as long as we have received the form with payment information in advance.
- If shipments are received at the Conference Center without a form sent in advance, please check with our Conference Concierge between the hours of 8:00am – 5:00pm. Prepayment is required prior to release of exhibit materials.

UPON DEPARTURE

1. You are responsible for making outbound shipping arrangements with your shipping company prior to your departure.
 - Complete the appropriate UPS, FedEx or DHL shipping arrangements under your account online or by phone.
 - Attached your printed labels to each package. Complimentary computers and printers are located on site.
 - Call your courier to arrange for pickup. Drivers will not pick up if arrangements are not made.

(Our pick up location is the Receiving Dock.)

FedEx:	1-800-GOFEDEX
UPS:	1-800-PICK-UPS

2. For security reasons, do not leave your packages at your exhibit table. Please bring your packages to the Conference Concierge Desk located on the Main Level of the Conference Center between the hours of 8:00am – 5:00pm. Our Staff will transport the exhibit materials to our Receiving Dock for local pickup.

SEND FORM TO:

The completed shipment handling form must be faxed to The Penn Stater at 814-863-5001 two weeks prior to your event with appropriate credit card information. The Penn Stater will only accept shipments within four (4) business days of the start of your event, between the hours of 7:00am—3:00pm EST or additional charges may apply.

Conference Services Manager : Rick Ledney

Phone # : 814-863-5049

Fax # : 814-863-5001

Email Address : rpl113@psu.edu



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SAMPLE LABEL:

Please affix the sample label provided to your packages to ensure proper delivery to your booth/table.

EXHIBITION FREIGHT

The Penn Stater Hotel and Conference Center
215 Innovation Blvd.
State College, PA 16803

Conference/Event Name: _____

Onsite Contact Name: _____

Exhibitor Company Name: _____

Booth/Table # : _____

Box(es): _____ of _____

SHIPMENT CONFIRMATIONS:

Please email the Penn Stater Conference Manager, **Rick Ledney**, confirming that the items were sent, along with information regarding the total number of boxes, shipping date, method of shipment and tracking number(s) if applicable.