



OUTBOUND SHIPPING INSTRUCTIONS

STEP 1: TEARDOWN

- Dismantle your exhibit materials and pack the items that you would like shipped.

STEP 2: CONFIRM PICK-UP WITH YOUR OUTBOUND CARRIER

- Arrangements for outbound shipping is not an automatic service
- Each Exhibitor is responsible for making their own carrier arrangements
- Exhibitors must confirm pick-up dates for outbound shipping with their carriers. (do not assume arrangements have been made for you)
- Call your Carrier to arrange pick-up with them. Drivers will not pick-up items that do not have prior arrangements.
 - FedEx: 1-800-GOFEDEX
 - UPS: 1-800-PICK-UPS
 - DHL: 1-800-CALL-DHL

- Address for the Conference Center (Note the pick-up location for carriers will be “The Receiving Dock”)

The Penn Stater Hotel and Conference Center

215 Innovation Blvd

State College, PA 16803

STEP 3: BRING YOUR PACKAGES TO THE CONFERENCE CONCIERGE

- Bring your exhibit materials to our Conference Concierge Desk which is located on the same level as the Exhibit Hall. Our Receiving Department will up all the packages there and transport to the dock for pick-up.

