



## CONFERENCE CENTER EXHIBIT SHOW | SHIPPING INSTRUCTIONS

### GENERAL INFORMATION

- 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.
- The Hotel accepts no responsibility for goods shipped to the Hotel prior to scheduled functions or left after a function is completed.

### 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:

**ALL BOXES AND FREIGHT THAT ARE SHIPPED DIRECTLY TO THE PENN STATER HOTEL AND CONFERENCE CENTER, IN RELATION TO AN EXHIBIT SHOW, WILL BE SUBJECT TO THESE CHARGES.**



## CONFERENCE CENTER EXHIBIT SHOW | SHIPPING INSTRUCTIONS

### SAMPLE LABEL:

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

EXHIBITION FREIGHT	
<b>ATTN:</b>	
The Penn Stater Hotel and Conference Center 215 Innovation Blvd. State College, PA 16803	
Onsite Contact Name:	_____
Exhibitor Company Name:	_____
Booth/Table # :	_____
<b>Conference/Event Name:</b>	Penn State ASCE Spring Career Fair

### 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 : Dawn Grimes**

**Fax # : (814) 863-5001**

**Phone # : (814) 863-5067**

**Email Address : [duv12@psu.edu](mailto:duv12@psu.edu)**

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