



ST. CHARLES CONVENTION CENTER



1 Convention Center Plaza | St. Charles, MO 63303 | www.StCharlesConventionCenter.com | P: (636) 669-3011 | F: (636) 896-1802 | exhibitorsvs@scmocc.com

EXHIBITOR RECEIVING & STORAGE

Event:	Company Name:		
Event Move In Date:	Mailing Address:		
Shipping Carrier:	City:	State:	Zip:
Event location/Booth #:	Phone:	Fax:	
Contact Name:	Email:		

SHIPMENTS RECEIVED PRIOR TO THE FIRST MOVE IN DAY AT SCCC WILL BE CHARGED A STORAGE FEE. PLEASE SEE RATES BELOW. Items sent directly to SCCC on move in day will not incur a fee unless forklift/pallet jack is required for movement. Shipments received more than 2 weeks prior to move in day will be refused. All outbound shipping must be arranged through your courier of choice. Please come prepared with shipping labels as SCCC does NOT supply shipping labels. All equipment, freight, decorations, and miscellaneous items must be removed from the premises at the end of the show. Unless outbound shipping arrangements are made with SCCC, items left behind will be treated as abandoned and disposed of as the facility sees fit. The SCCC is not responsible for freight that is lost, misplaced or any materials left unattended.

INBOUND STORAGE

Package Type	# of packages	Price per package	# of days	TOTAL	SAMPLE PACKAGE LABELING TO: <Exhibitor Name Here> SHOW: <Show Name Here> St. Charles Convention Center 1 Convention Center Plaza St. Charles, MO 63303
Small Packages					
Hand carryable item up to 50 lbs AND smaller than 2'w x 2'l x 2'h package	First Day	\$25.00	1	\$	
	Add'l days	\$12.50		\$	
Large Packages					
Item over 50 lbs, or larger than 2'w x 2'l x 2'h	First Day	\$50.00	1	\$	
	Add'l days	\$25.00		\$	
Package with movement by pallet jack/forklift	First Day	\$75.00	1	\$	
	Add'l days	\$40.00		\$	

OUTBOUND STORAGE

Small Packages					All outbound shipping must be arranged through your courier of choice. Items should be sealed, labeled, and prepaid with the carrier of your choice.
Hand carryable item up to 50 lbs & smaller than 2'w x 2'l x 2'h package	Per Day	\$15.00		\$	
Large Packages					
Item over 50 lbs, or larger than 2'w x 2'l x 2'h	Per Day	\$30.00		\$	
Package with movement by pallet jack/forklift	Per Day	\$45.00		\$	

All outbound packages will need to have a blue form attached.
You can obtain these from the SCCC Guest Services Desk.

PALLET JACK / FORKLIFT (SHIPPING/STORAGE RATE ONLY)

Pallet Jack	Per Pallet	\$20.00		\$	Day of arrival/departure movement fee.
Forklift	Per Pallet	\$40.00		\$	

All equipment, freight, decorations, and miscellaneous items must be removed from the premises at the conclusion of the event. Unless outbound storage arrangements have been made with SCCC, items left behind will be treated as abandoned and disposed of at facilities discretion.

PAYMENT INFORMATION

Please make checks payable to: St. Charles Convention Center

Credit Card Type:	Credit Card Number:		
Expiration Date:	Security Code: <small>(Last 3 digits on back of card or 4 digits on front of Amex.)</small>		
Name on card (Please Print)			
Signature			Date
Billing Address:			
City:	State:	Zip:	

All terms, conditions, and rates on this form are subject to change at any time without notice. The St. Charles Convention Center is not responsible for lost or misplaced freight or any materials left unattended unless proper arrangements have been made.

January-17

Total Sales
x 7.95% Sales Tax
SUBTOTAL
x 1% Tourism Tax
(of subtotal)
GRAND TOTAL

\$
\$