



EXHIBITOR SHIPPING & STORAGE

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

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.

ALL PACKAGES MUST BE LABELED WITH THE EVENT/SHOW NAME

INBOUND STORAGE

Small Packages					
Up to 50 lbs AND smaller than 2'w x 2'l x 2'h package	First Day		\$25.00 each	x # of days <u> 1 </u>	\$
	Add'l days		\$12.50 each	x # of days <u> </u>	\$
Large Packages					
Item over 50 lbs OR larger than 2'w x 2'l x 2'h	First Day		\$50.00 each	x # of days <u> 1 </u>	\$
	Add'l days		\$25.00 each	x # of days <u> </u>	\$
Package with movement by pallet jack/forklift	First Day		\$75.00 each	x # of days <u> 1 </u>	\$
	Add'l days		\$40.00 each	x # of days <u> </u>	\$

OUTBOUND STORAGE

All outbound shipping must be arranged through your courier of choice. Items should be sealed, labeled, and prepaid with the carrier of your choice.

Small Packages					
Up to 50 lbs AND smaller than 2'w x 2'l x 2'h package			\$15.00 each	x # of days <u> </u>	\$
Large Packages					
Item over 50 lbs or larger than 2'w x 2'l x 2'h			\$30.00 each	x # of days <u> </u>	\$
Package with movement by pallet jack/forklift			\$45.00 each	x # of days <u> </u>	\$

Each outbound package will need to have a SCCC Outbound Shipping blue form attached.

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

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

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

Please make checks payable to: St. Charles Convention Center

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.