



Exhibitor Shipping Instructions

- 1) Please leave your box/ package in your booth**
- 2) Please use your own shipping label/ Account #. Attach to your box/ package**
- 3) Please make sure you keep a copy of your shipping label in case you need to track your box/package.**
- 4) YOU are responsible for calling in your Pick Up**
- 5) Blank labels are available but you must know/ use your own account #.**
- 6) Packages that are left with insufficient shipping information will be stored until we hear from you. There will be a fee for storage of these boxes/ packages.**
- 7) If you don't have tape to close your package, we will tape packages shut before shipping.**
- 8) We accept no responsibility/ liability for damage, timeliness of delivery or lost boxes/packages.**