

Exhibition materials will not be accepted for storage prior to 3 days before your event.

All inbound exhibition materials should be addressed as follows:

GRAND WAYNE CONVENTION CENTER

120 W JEFFERSON BLVD

FORT WAYNE IN 46802

ATTN: [SHOW NAME] _____

SHOW DATE(S):

One Day Event on: ___/___/___ Multiple Days: ___/___/___ through ___/___/___

EXHIBITOR NAME _____

BOOTH # _____

In order to better assist your drayage and materials handling needs, **please complete the following information and RETURN TO:**

GRAND WAYNE CONVENTION CENTER

120 W JEFFERSON BLVD

FORT WAYNE IN 46802

T: 260.426.4100 F: 260.420.9080

E: spaunovich@grandwayne.com

INBOUND SHIPPING INFO — PRIOR to EXHIBIT

Shipped via _____

DATE SHIPPED: ___/___/___ ESTIMATED ARRIVAL DATE: ___/___/___

TOTAL NUMBER of SHIPMENTS: _____ TOTAL NUMBER of PIECES _____

OUTBOUND SHIPPING INFO* — AT CLOSE of EXHIBIT

Shipped via _____

ACCOUNT NUMBER: _____

* Please refer to the OUTBOUND SHIPPING INSTRUCTIONS if you are shipping out materials.

OUTBOUND SHIPPING INSTRUCTIONS

IF YOU ARE SHIPPING MATERIALS OUT OF GRAND WAYNE CONVENTION CENTER AFTER A SHOW:

1. YOU MUST CONTACT the shipping company of your choice for pick-up. Please tell that shipper your:

- Booth Number
- Company Name
- Show Ending Date and Time

FED EX	800-463-3339
XPO LOGISTICS (formerly CON-WAY)	800-322-0162
DAYTON FREIGHT	800-860-5102
USF HOLLAND	260-489-5502
YRC FREIGHT	800-610-6500
UPS	800-742-5877

2. YOU MUST SEAL all boxes, crates, etc. and CLEARLY LABEL each with DESTINATION SHIPPING COMPANY and ACCOUNT NUMBER (or credit card). CHECK WITH YOUR SHIPPING COMPANY for any specific requirements. SIGN all documents.

3. IF YOUR SHIPPING COMPANY does not supply labels, blank BILL OF LADING FORMS are available from Grand Wayne Convention Center Engineering Office. SIGN all documents.

4. CONTACT GRAND WAYNE CONVENTION CENTER PERSONNEL for assistance in THE SHIPPING PROCESS or with any other Outbound questions.

5. NO C.O.D. PACKAGES MAY BE SENT FROM GRAND WAYNE CONVENTION CENTER. All packages, crates, etc. must be clearly marked with YOUR ACCOUNT NUMBER or CREDIT CARD NUMBER.

6. ANY ITEMS MISSING and NEEDING INFORMATION WILL NOT BE SHIPPED and are subject to Daily Storage Fees.

GRAND WAYNE CONVENTION CENTER is located at:
120 W. Jefferson Blvd., Fort Wayne IN 46802

Please direct your shipper to pick up at the WEBSTER STREET DOCK AREA, located on the west side of the facility.

Effective 07-20-2016

NEED MORE INFO? Please contact **Stacey Paunovich** at spaunovich@grandwayne.com or call 260.426.4100. Grand Wayne Convention Center's FAX: 260.4209080