

## Shipping and Receiving Policies

In order to accommodate the high volume of incoming and outgoing shipments, the Salt Palace Convention Center has issued the following guidelines for Shipping and Receiving:

### RECEIVING

*Show Materials:* The Salt Palace Convention Center recommends shipping booth materials and supplies through the show decorator or service contractor. Before shipping, please be sure to confirm shipping address and event name and dates. Please ensure the anticipated arrival date for the shipment corresponds with the authorized arrival dates set by the decorator.

Packages not labeled in care of a specific show, booth or exhibitor may be accepted by the Business Center. Receiving fees will apply. The Business Center will make every effort to contact the sender immediately. Unclaimed packages will be returned at the sender's expense. The Salt Palace Convention Center reserves the right to refuse any unauthorized packages.

The Salt Palace Business Center will receive packages and show materials for events not using a decorator.

### SHIPPING

The Salt Palace Convention Center recommends the show decorator or service contractor to be the first source of shipping for outgoing freight and their selected small package carriers. However, small package shipping services are also available through the Business Center.

The Business Center offers UPS and FedEx shipping services with daily pickups. Packages must be delivered to the Business Center for carrier pickup. Dollies are available for temporary use, if needed.

### ON-SITE SHIPPING STATIONS

For added convenience, an on-site shipping station can be set up in a location that is easy and convenient for exhibitors and attendees. Please contact Facility Services for details.

The Salt Palace Convention Center reserves the right to provide exclusive small package shipping sales within the facility. Shipping stations and similar contracted services not arranged through the Salt Palace Convention Center are prohibited.

- *Contacts*  
Facility Services Manager: 385-468-2225  
Business Center: 385-468-2228