

SHIPPING INFORMATION

Advance Shipping Label Information:

Company Name & Booth Number
Event Name
Greater Tacoma Convention Center
1500 Commerce
Tacoma, WA 98402

Incoming Shipments

The Greater Tacoma Convention Center will only accept crated, boxed or skidded materials one day prior to scheduled event move-in day. Show management will not be responsible for any early direct shipments that may be refused or incur additional fees.

All shipments must be clearly marked with the following information on the outside of the package:

- Event Name
- Event Date
- Event Manager's Name
- Receiving Party's Name

The Greater Tacoma Convention Center will not be responsible for any damage and/or condition to the package(s) or its contents during the shipping process. Packages are received "as is."

Outgoing Shipments

- All outgoing packages must be properly labeled with billing information for the shipping company (UPS/FedEx/trucking firm, etc.)
- All outbound shipments must be completed by one business day after event move-out
- It is the responsibility of the shipper to arrange for a pick up

UPS and FedEx will dispatch couriers to our facility to pick up, label, and ship. Contact them with your account number, either personal or business, to arrange for a pick up. If you do not have an existing account, they will assist with setting up an account.

For additional assistance, please refer to the appropriate shipping company.

UPS: 800.742.5877

FedEx: 800.463.3339

DHL: 800.225.5345

The Greater Tacoma Convention Center will not be responsible for any shipments that do not comply with the above procedures.

GREATER TACOMA CONVENTION CENTER

GREATER TACOMA CONVENTION CENTER

RUSH

RUSH

DO NOT DELAY

DO NOT DELAY

NOT BEFORE

NOT BEFORE

TO:

TO:

Exhibitor Name

Exhibitor Name

c/o GREATER TACOMA CONVENTION CENTER
1500 COMMERCE
TACOMA, WA 98402

c/o GREATER TACOMA CONVENTION CENTER
1500 COMMERCE
TACOMA, WA 98402

BOOTH # No. of Pieces

BOOTH # No. of Pieces

CARRIER

CARRIER

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.