

# GRAND WAYNE CONVENTION CENTER

## Drayage & Material Handling Information

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

All exhibition materials should be addressed as follows:

Grand Wayne Convention Center Center

120 West Jefferson Blvd.

Fort Wayne, IN 46802

Attn: **WRITE YOUR SHOW NAME AND DATES**

**BOOTH #** \_\_\_\_\_

**EXHIBITOR'S NAME** \_\_\_\_\_

**In order to better assist in your drayage and material handling needs, please complete the following form.**

### RETURN FORM TO GRAND WAYNE CONVENTION CENTER

120 West Jefferson Blvd, Fort Wayne, Indiana 46802

phone: (260) 426-4100 fax: (260) 420-9080

### INBOUND SHIPPING INFO – PRIOR TO EXHIBIT

Shipped Via: \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Estimated Arrival Date: \_\_\_\_\_

Total # of Shipments: \_\_\_\_\_ Total # of Pieces: \_\_\_\_\_

### OUTBOUND CARRIER OF CHOICE – AT CLOSE OF EXHIBIT

Ship Via: \_\_\_\_\_

Account #: \_\_\_\_\_

**Please see “Outbound Shipping Instructions” if you are shipping materials out after the show.**

## OUTBOUND SHIPPING INSTRUCTIONS

IF YOU ARE SHIPPING MATERIALS OUT AFTER A SHOW:

1. **YOU MUST CONTACT** THE SHIPPING COMPANY OF YOUR CHOICE FOR PICK-UP. PLEASE TELL THAT SHIPPER YOUR BOOTH #, COMPANY NAME, AND SHOW ENDING TIME.

FED EX	(800) 463-3339
CCX	(260) 482-9666
ROADWAY EXPRESS	(260) 493-2561
USF HOLLAND	(260) 489-5502
YELLOW FREIGHT	(800) 610-6500
UPS	(800) 742-5877

2. **SEAL** ALL BOXES, CRATES, ETC AND **CLEARLY LABEL** EACH WITH **DESTINATION, SHIPPING CO.** AND ACCOUNT NUMBER (or credit card). **CHECK** WITH YOUR SHIPPING COMPANY FOR SPECIFIC REQUIREMENTS. SIGN ALL DOCUMENTS.
3. IF YOUR SHIPPING COMPANY DOESN'T PROVIDE LABELS, BLANK **BILL OF LADING** FORMS ARE AVAILABLE FROM GRAND WAYNE CENTER ENGINEERING OFFICE. SIGN ALL DOCUMENTS.
4. CONTACT GRAND WAYNE CENTER PERSONNEL FOR ASSISTANCE IN **THE SHIPPING PROCESS** OR ANY OTHER QUESTIONS.
5. **NO C.O.D. PACKAGES MAY BE SENT FROM THE GRAND WAYNE 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 A DAILY STORAGE FEE.**

SHIP TO: THE GRAND WAYNE CENTER  
120 WEST JEFFERSON BLVD.  
FORT WAYNE, IN 46802

SHOW/EVENT: \_\_\_\_\_  
EXHIBITOR: \_\_\_\_\_  
BOOTH NO(S): \_\_\_\_\_

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