

ST. CHARLES CONVENTION CENTER

1 Convention Center Plaza | St. Charles, MO 63303 | www.StCharlesConventionCenter.com

P: (636) 669-3011 | F: (636) 896-1802 | exhibitorsvs@scmocc.com

OUTGOING

PLACE ONE LABEL PER PACKAGE

- Exhibitors are responsible for calling shipping provider of their choice for pick-up.
- Please place outgoing shipping labels on your packages *(FedEx ground will only pick up if it is a pre printed label)*
- Place a blue shipping form on all packages. Additional forms available at Guest Services.
- Once your packages have been labeled let the Guest Services representative know that your packages are ready to be removed from the show floor.
- St. Charles Convention Center charges a fee for all packages left after the show move out date.
- Please fill out an Exhibitor shipping & receiving form with your credit card information **and give it to Guest Services.** We will only charge your credit card if packages are left past the move out date.

Event:

Exhibiting Company:

Booth Number:

Contact Person:

Email:

Phone #:

Shipping Company or Carrier:

Scheduled Departure Date:

Quantity: # _____ of # _____ packages

Type of Package:

Up to 50 lbs **AND**
smaller than
2'w x 2'l x 2'h package

Item over 50 lbs **OR**
larger than
2'w x 2'l x 2'h package

Package with movement
by pallet jack/forklift

SECURITY NOTE: Make sure below information is filled out prior to shipments departing building and turn into Exhibitor Services.

Picked Up on Date:

Time:

Security Officer:

Shipping Carrier:

Driver Name (Print):