

EXHIBITOR SHIPPING & STORAGE

ST CHARLES CONVENTION CENTER

**SCCC will assist with your items, but we are not a shipping carrier.
ALL PACKAGES MUST BE LABELED WITH THE EVENT/SHOW NAME**

Items sent directly to SCCC on move in day will not incur a fee unless a forklift/pallet jack is required for movement.

Shipments received more than 2 weeks prior to move in day will be refused.

SHIPMENTS RECEIVED PRIOR TO THE FIRST MOVE IN DAY AT SCCC WILL BE CHARGED A STORAGE FEE.

PLEASE SEE RATES BELOW.

INBOUND STORAGE RATES

Regular Packages	Smaller than 2'w x 2'l x 2'h package	\$25.00 (Per Day Per Package)
Large Package	Larger than 2'w x 2'l x 2'h	\$45.00 (Per Day Per Package)
Pallets	Package with movement by pallet jack/forklift	\$65.00 (Per Day Per Package)

**All outbound shipping must be arranged by you through the courier of your choice.
These items should be sealed, labeled, and prepaid with that courier.
EACH OUTBOUND PACKAGE WILL NEED TO HAVE AN OUTBOUND BLUE FORM ATTACHED.**

All equipment, freight, decorations, and miscellaneous items must be removed from the premises at the conclusion of the event. Unless outbound storage arrangements have been made with SCCC, items left behind will be treated as abandoned and disposed of at facilities discretion.

OUTBOUND STORAGE

Regular Packages	Smaller than 2'w x 2'l x 2'h package	\$25.00 (Per Day Per Package)
Large Package	Larger than 2'w x 2'l x 2'h	\$45.00 (Per Day Per Package)
Pallets	Package with movement by pallet jack/forklift	\$65.00 (Per Day Per Package)
Pallet Disposal Fee	Empty pallet disposal fee for any pallets remaining at the conclusion of the show	\$50.00 (one time fee)

All items that have been prepaid via the Exhibitor Service Online Ordering Portal will be ready and waiting at your booth upon arrival. If there are any outstanding shipping & storage charges these will have to be paid upon arrival before your packages can be released.

EXHIBITOR SERVICES ONLINE ORDERING PORTAL

<https://www.stcharlesconventioncenter.com/equipment-services>

All terms, conditions, and rates on this form are subject to change at any time without notice. The St. Charles Convention Center is not responsible for lost or misplaced freight or any materials left unattended unless proper arrangements have been made.



12/14/2022

ST. CHARLES CONVENTION CENTER

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