



Shipping Information

Below you will find directions and information on how vendors may ship their needed materials to our building. Also included are forms that should be completed and returned.

All packages that are being shipped to the Durham Convention Center may arrive **3 Business Days** from the first day of the event.

Packages should be shipped with the following delivery label:

Durham Convention Center
ATTN: *Event Manager's Name*
YOUR COMPANY NAME (as would appear on the booth)
EVENT NAME
301 W Morgan St
Durham, NC 27701

Packages will be received and delivered to assigned booths after the entire vendor space has been set up if such information is provided by the client. Shipments under 100lbs will have no fee. Any total shipments over 100lbs will be charged a portage fee of \$50.00 per 100lbs.

Example: 4 boxes weighing 60lbs each and 1 pallet weighing 150lbs have a total weight of 390 lbs. The formula to calculate cost is: $\$50 \times (390/100) = \195 .

The portage fee will need to be paid before shipments can be delivered to the booth and for movement from the vendor table to the package pick up area. *This fee must be paid via credit card.* (See CC Authorization Form on page 14)

Please complete these forms and return to your event manager at the Durham Convention Center prior to the event:

- Drayage Handling Form (page 16)
- Credit Card Authorization Form (page 14)

Please complete the following form and return to your event manager, or leave at your booth, during event move out:

- Outgoing Drayage Form (page 17)

There are no storage rooms onsite nor shipping tape, so determine a plan prior to the event on where to store and how to ship out items.

INSURANCE

DCC is not responsible for any lost, damaged, or stolen packages/materials shipped to or from the center. The DCC is also not liable for any damage or stolen packages during or after they have been placed in the exhibit area. By shipping package(s) to the DCC, the exhibitor agrees to hold DCC harmless for concealed and/or apparent damage to uncrated and/or non-shrink-wrapped exhibit material. The exhibitor should make certain all materials are properly insured against "ALL RISK" while in transit to and from your point of origin, to and from your booth, and through the duration of the show.



Drayage Handling Form

Packages can be received up to 3 business days in advance of the event and will be delivered to assigned tables after the rented space has been set up. Please note, the Durham Convention Center is not responsible for any lost, misplaced, or damaged freight. Fill out the form below and email to the event manager no later than 7 business days prior to the event. Packages will not be accepted if no 'Drayage Handling Form' is on file.

Your Company Name: _____

Onsite Contact Name: _____

Onsite Contact Number: _____

Event Name: _____ Event Date(s): _____

Booth Number: _____ Number of Packages: _____

Estimated Weight: _____

Shipping Company: _____

I hereby understand and agree to all drayage handling rules and regulations set forth by the Durham Convention Center.

Signature

Date



Out Going Drayage Form

For outbound packages, vendors are responsible for:

- Repacking and sealing their boxes for shipment. This includes *wrapping pallets* as needed.
- Providing their own shipping labels; DCC does not have shipping labels on site.
- Creating and adhering correct outbound shipping label(s) to package(s).
- Placing outbound packages on top of the vendor table or in front of table. *Do not leave any package under or behind the table.*
- Scheduling a pick-up time with the shipping company. Packages need to be picked up between the hours of 8:30AM-4:30PM, Monday-Friday. The address for pick-up is 301 W Morgan St, Durham, NC 27701.

Vendor Name: _____ Booth Number: _____

Number of Outgoing Packages: _____

Shipping Company (*Please Circle*):

FEDEX EXPRESS FEDEX GROUND UPS FREIGHT (*Please complete Freight Section*)

Scheduled Pickup Confirmation Number: _____

Tracking Number: _____

Additional Freight Information (*if shipping via freight*):

Freight Company Name: _____

Company Contact Number: _____

Scheduled Pick-up Date & Time: _____

(Please ensure Bill of Lading is attached to box(es))

I hereby understand and agree to all drayage rules and regulations set forth by the Durham Convention Center.

Signature

Date