



ST. CHARLES CONVENTION CENTER

1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

WWW.STCHARLESCONVENTIONCENTER.COM

PHONE: (636) 896-1801 FAX: (636) 896-1802 EMAIL: exhibitorsvs@scmocc.com



EXHIBITOR SHIPPING & RECEIVING

Event:	Company Name:
Event Move In Date:	Mailing Address:
Shipping Carrier:	City: State: Zip:
Date Received SCCC:	Phone: Fax:
Received by:	Event location/Booth #:

SHIPPING*

SHIPMENTS RECEIVED PRIOR TO THE FIRST MOVE IN DAY AT SCCC WILL BE CHARGED A STORAGE FEE. PLEASE SEE RATES BELOW. Items sent directly to SCCC on move in day will not incur a fee. Shipments received more than 2 weeks prior to move in day will be refused. A representative MUST be present to retrieve shipments. All outbound shipping must be arranged through your courier of choice. All equipment, freight, decorations, and miscellaneous items must be removed from the premises at the end of the show. Unless outbound shipping arrangements are made with SCCC, items left behind will be treated as abandoned and disposed of as the facility sees fit. The SCCC is not responsible for freight that is lost, misplaced or any materials left unattended.

Package Type	# of packages	Price per package	# of days	TOTAL
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Small Packages				
Hand carryable item up to 50 lbs AND smaller than 2'w x 2'l x 2'h package	First Day		\$25.00	1 \$
	Add'l days		\$12.50	\$
Large Packages				
Item over 50 lbs, or larger than 2'w x 2'l x 2'h	First Day		\$50.00	1 \$
	Add'l days		\$25.00	\$
Package with movement by pallet jack/forklift	First Day		\$75.00	1 \$
	Add'l days		\$40.00	\$

SAMPLE PACKAGE LABELING

TO: _____
EXHIBITOR NAME

BOOTH #: _____

SHOW: _____

St. Charles Convention Center
1 Convention Center Plaza
St. Charles, MO 63303

OUTBOUND SHIPPING **

Small Packages				
Hand carryable item up to 50 lbs & smaller than 2'w x 2'l x 2'h package	Per Day		\$12.50	\$
Large Packages				
Item over 50 lbs, or larger than 2'w x 2'l x 2'h	Per Day		\$25.00	\$
Package with movement by pallet jack/forklift	Per Day		\$40.00	\$

All outbound shipping must be arranged through your courier of choice. Items should be sealed, labeled, and prepaid with the carrier of your choice.

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

**Please make checks payable to:
St. Charles Convention Center**

PAYMENT INFORMATION

Credit Card Type:	Credit Card Number:
Expiration Date:	Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)
Name on card (Please Print)	
Signature	Date
Billing Address:	
City:	State: Zip:

Total Sales	\$
x 7.45% Sales Tax	
SUBTOTAL	\$
x 1% Tourism Tax (of subtotal)	
GRAND TOTAL	\$

All terms, conditions, and rates on this form are subject to change at any time without notice.

The SCCC is not responsible for lost or misplaced freight or any materials left unattended.