

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

**All inbound exhibition materials should be addressed as follows:**

**GRAND WAYNE CONVENTION CENTER**

**120 W JEFFERSON BLVD**

**FORT WAYNE IN 46802**

ATTN: [SHOW NAME] \_\_\_\_\_

SHOW DATE(S):

One Day Event on: \_\_\_/\_\_\_/\_\_\_  Multiple Days: \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_

EXHIBITOR NAME \_\_\_\_\_

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

In order to better assist your drayage and materials handling needs, **please complete the following information and RETURN TO:**

**GRAND WAYNE CONVENTION CENTER**

**120 W JEFFERSON BLVD**

**FORT WAYNE IN 46802**

**T: 260.426.4100 F: 260.420.9080**

**E: [info@grandwayne.com](mailto:info@grandwayne.com)**

### INBOUND SHIPPING INFO — PRIOR to EXHIBIT

Shipped via \_\_\_\_\_

DATE SHIPPED: \_\_\_/\_\_\_/\_\_\_ ESTIMATED ARRIVAL DATE: \_\_\_/\_\_\_/\_\_\_

TOTAL NUMBER of SHIPMENTS: \_\_\_\_\_ TOTAL NUMBER of PIECES \_\_\_\_\_

### OUTBOUND SHIPPING INFO\* — AT CLOSE of EXHIBIT

Shipped via \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

\* Please refer to the **OUTBOUND SHIPPING INSTRUCTIONS** if you are shipping out materials.

## OUTBOUND SHIPPING INSTRUCTIONS

### IF YOU ARE SHIPPING MATERIALS OUT OF GRAND WAYNE CONVENTION CENTER AFTER A SHOW:

1. YOU MUST CONTACT the shipping company of your choice for pick-up. Please tell that shipper your:

- Booth Number
- Company Name
- Show Ending Date and Time

FED EX	800-463-3339
XPO LOGISTICS (formerly CON-WAY)	800-322-0162
DAYTON FREIGHT	800-860-5102
USF HOLLAND	260-489-5502
YRC FREIGHT	800-610-6500
UPS	800-742-5877

2. YOU MUST SEAL all boxes, crates, etc. and CLEARLY LABEL each with DESTINATION SHIPPING COMPANY and ACCOUNT NUMBER (or credit card). CHECK WITH YOUR SHIPPING COMPANY for any specific requirements. SIGN all documents.

3. IF YOUR SHIPPING COMPANY does not supply labels, blank BILL OF LADING FORMS are available from Grand Wayne Convention Center Engineering Office. SIGN all documents.

4. CONTACT GRAND WAYNE CONVENTION CENTER PERSONNEL for assistance in THE SHIPPING PROCESS or with any other Outbound questions.

5. NO C.O.D. PACKAGES MAY BE SENT FROM GRAND WAYNE CONVENTION 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 Daily Storage Fees.

GRAND WAYNE CONVENTION CENTER is located at:  
120 W. Jefferson Blvd., Fort Wayne IN 46802

**Please direct your shipper to pick up at the WEBSTER STREET DOCK AREA, located on the west side of the facility.**

Effective 07-20-2016

**NEED MORE INFO?** Please contact us at [info@grandwayne.com](mailto:info@grandwayne.com) or call 260.426.4100. Grand Wayne Convention Center's FAX: 260.4209080