

## **IN BOUND SHIPMENTS**

Freight will be accepted two business days prior to show date. Shipments are received Monday through Friday from 8am to 5pm. Please arrange for your carrier to deliver during those times.

**ALL INBOUND SHIPMENTS MUST BE SCHEDULED TO ARRIVE NO MORE THAN TWO BUSINESS DAYS PRIOR TO SHOW. DUE TO LIMITED STORAGE SPACE, ANY SHIPMENTS THAT ARRIVE EARLIER MAY BE REFUSED.**

Clearly label all boxes and materials with:

Your Company Name  
Name of Show

Shipping Address is:

Plano Event Center  
2000 E. Spring Creek Parkway  
Plano, TX 75074  
972-941-5840

All shipments will be delivered to the show floor on move-in day.

**NOTE: The Plano Event Center staff and/or representatives are not held liable for any loss, theft or damage of shipments received.**

## **OUTBOUND SHIPMENTS**

All outbound shipments must be boxed, sealed and marked with a series (i.e. 1 of 3, 2 of 3, 3 of 3).

All boxes must be clearly labeled with **SHIP TO** address and include a Bill of Lading from the Freight Carrier.

It is the responsibility of the Exhibitor to contact the Carrier for pick-up. Pick-ups must be scheduled within 24 hours of the close of show. Address for pick-up is:

Plano Event Center  
2000 E. Spring Creek Parkway  
Plano, TX 75074  
972-941-5840

All outbound shipments must be taken to the loading dock for pick-up.

**NOTE: ANY AND ALL MATERIAL LEFT IN THE EXHIBIT HALL AFTER THE CLOSE OF THE SHOW WILL BE DISCARDED. Outbound shipments not picked up within 48 hours of close of show will be discarded.**