

## SEAPORT SHIPPING INFORMATION

### \*\*Shipping Address:

200 Seaport Boulevard

Suite 600

Business Center

Boston, MA 02210

Conference Name: \_\_\_\_\_

Hold For: \_\_\_\_\_

Booth #: \_\_\_\_\_

Boxes: \_\_\_ of \_\_\_

Conference Manager: Courtney Day

### \*\*Shipping and Receiving Office Hours:

Monday through Friday: 8:30AM-4:30PM

Please do not schedule weekend deliveries.

Freight cannot arrive more than 3 days prior to the conference start date.

### \*\*Receiving Fees:

- Express Letters = \$2.00
- Up to 20 lbs. = \$5.00
- 20-50 lbs. = \$10.00
- 50+ lbs., Display Cases & Crates = \$30.00

Please do not send pallets, they will not be accepted.

### \*\*Freight Holding:

Please do not schedule freight to arrive more than 3 days prior to the conference start date.

All Freight must be shipped out within 3 days of the conference ending. There is a holding Fee of \$50.00 per day for days 4, 5, and 6. After day 6 Seaport will dispose of all material.