

Shipping & Receiving Form

This form must be filled out and submitted prior to shipping to the Conference Center.

Please fax or email back to Silvia Wagner

Fax: 650-877-5356 or swagner@ssfconf.com

The South San Francisco Conference Center is a ground level facility with limited storage space. Packages for meetings may arrive no more than three (3) days prior to the first move-in date. Pallets will not be accepted without prior approval. Delivery trucks must have a lift gate. Pallet Jack rental is \$25.00. All materials that remain at the Conference Center after an event must be picked up within three (3) working days or the Conference Center will automatically dispose of all left over material. The

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RETURN SHIPPING INSTRUCTIONS:

- SEAL or TAPE and LABEL all packages.
- FILL OUT the air bill, shipping record, or the appropriate call tag for each package.
- Exhibitors: Return packages to shipping area near the security office and contact courier for pick-up.