



SOUTH SAN FRANCISCO CONFERENCE CENTER

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 South San Francisco Conference Center is not responsible for lost or damaged packages.

PLEASE COMPLETE THE FOLLOWING IF YOU WILL BE SHIPPING MATERIALS:

Name of Event:				Event Dates:				
Company Name:								
Sender's Name:								
Address:								
City:				State:			Zip:	
Telephone:				Fax:			Email:	
On-site Contact:				On-site Telephone Number:				
Shipped Via:				Number of Boxes:				

PAYMENT INFORMATION:

Credit Card Number:				Exp. Date:			Security Code:	
Name of Card Holder:								
Address:								
City:				State:			Zip:	
Signature:								

SHIPPING TO THE CONFERENCE CENTER:

Each package must be clearly addressed in order to be accepted.

Attention:

South San Francisco Conference Center
255 South Airport Blvd
South San Francisco, CA 94080

Name of event, Name of company,
Name of person receiving package, On-site contact phone number

INBOUND SHIPPING/HANDLING FEES:

	Price	# of Items	Total
Less than 10 lbs	\$5.00 per box		
10 – 40 lbs	\$20.00 per box		
Over 40 lbs	\$40.00 per box		
Pallet	\$125.00 each		
Pallet Jack Rental	\$25.00 per day		
Total:			

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.