



IOWA STATE UNIVERSITY
www.center.iastate.edu



Scheman Building Exhibitor Inbound Shipping Information

Thank you for planning to attend the **2020 Design Career Fair** at the Iowa State Center. Your support and exhibits are valuable assets to the conference. We have been asked to coordinate the receiving and handling of display materials. We hope to make the process of sending your exhibit to and from the show easy and efficient as possible.

The Iowa State Center Scheman Building's event schedule requires that we request **exhibitors to ship display materials to arrive no earlier than 2 working days prior to the start of the event. The event date is February 20, 2020.**

If you are bringing your display and products, you can park on the north side of the Scheman Building and unload there. We have carts inside on the ground floor that you can use to bring your items to your booth.

You may start setting up on **February 20**. Tear Down will be **February 20**.

If you will be shipping display equipment to the conference site, please use the following address to prevent lost displays and for security:

(NAME OF EXHIBITING EMPLOYER)

**HOLD FOR: Design Career Fair
C/O IOWA STATE CENTER
SCHEMAN BUILDING Suite 102
1805 CENTER DR.
IOWA STATE UNIVERSITY
AMES, IA 50011**

**For security reasons:
Unidentified packages may be refused upon delivery.**

All questions regarding displays or shipping should be directed to
Iowa State Center at 515-294-3348.

Scheman Building Exhibitor Outbound Shipping Information

All exhibitors should stop by the Iowa State Center Service Desk to inform us of your outbound shipping carrier!

General Information

- All boxes/containers must be labeled for return shipment
- Labeled boxes/containers should be left in booth, even if shipping arrangements are already made. Iowa State Center staff will remove outbound freight from booths, and load it on the appropriate carrier.
- Ship From Address: Iowa State Center
Iowa State University
Scheman Building, Suite 102
1805 Center Dr.
Ames, IA 50011
- Shipments must be sent out within 3 days of end of conference. Otherwise additional charges may apply.

UPS Shipping Information

- Each box/container needs a mailing address
 - ALL** Air Shipments boxes/containers must have their own form
- Attach shipping forms to individual boxes/containers
- Payment needs to be a company's UPS account number or major credit card

Fed Ex Shipping Information

- Payment needs to be a company's FedEx account number or major credit card
- Each box/container must have its own label and sleeve

All Other Carrier Shipping Information

- All other carriers must be contacted individually by company to arrange pick-up.
- Payment needs to be a company's shipping account number or major credit card
- Each container needs to be labeled with shipping weight noted
- Return all outbound bills of lading to the Iowa State Center Service Desk

Please direct all questions to the Iowa State Center Service Desk in the Southwest corner of the first floor lobby