

Shipment Handling Form

- If the conference/event is utilizing an exhibit company, your shipment must be made through the designated company.
- The completed shipment handling form must be faxed to The Penn Stater at 814-863-5001 two weeks prior to your event with appropriate credit card information.
- The Penn Stater will only accept shipments within five (5) business days of the start of your event between the hours of 8:00am—3:00pm EST or charges may apply.
- Prepayment is required prior to release of exhibit materials.
- The shipment handling fee (includes receipt, storage and delivery)
- The Hotel is not responsible for damage or loss of any items left in the Hotel prior to or following any function. The Hotel accepts no responsibility for goods shipped to the Hotel prior to scheduled functions or left after a function is completed.

Send Form to:	Rick Ledney	E-mail: rpl113@psu.edu		
Event Name:	Building Performance Association			
Event Date(s):	9/30-10/1, 2019			
Name:				
Company Name:				
Phone				E-mail:
Address:	Address: City & State: Zip Code: Phone:			
# of Packages:	Estimated Weight:			
Shipment Description:				
Shipping Company:	FedEx	UPS	DHL	Other:
Fees per pound Crated/Cartoned:	\$25.00 plus 6% PA state sales tax 1 lbs. to 25 lbs. \$75.00 plus 6% PA state sales tax 26 lbs. to 100 lbs. \$75.00 plus 6% PA state sales tax per 100 lbs. Pallets may not Exceed 1,500 lbs.			
Method of Payment:	CC: AMEX VISA MC DISC #:			Exp:

Outbound Shipping:

- Make outbound shipping arrangements prior to departure.
- Complete the appropriate UPS, FedEx or DHL shipping labels online and attach one label to each package.
- If needed, call company for pick up. If arrangements are already made, attach a copy of the company bill of lading to your packages.
 FedEx: 1-800-GOFEDEX
 UPS: 1-800-PICK-UPS

Sample Label:

Your Name:
 Your Company Name:
 Hotel Address:
The Penn Stater Hotel Conference Center
215 Innovation Blvd.
State College, PA 16803

ATTENTION:
 Group: Building Performance Association
 Hotel Conference Manager: Rick Ledney
 Date of Function: 9/30-10/1,2019