



Shipping/Receiving Information

In an effort to assist you with your shipping needs, the OPCC has developed the following tips to make this process as easy as possible.

SHIPPING TO THE OPCC

- Exhibitors are responsible for shipping packages to/from the facility
- The OPCC does **not** have a formal Shipping/Receiving Department, and has limited storage for events packages
- The OPCC accepts freight and materials including overnight freight services up to **3 days prior** to your contracted move-in date. *Please contact your Event Manager for details*
- All freight shipments must be arranged to be sent to the show/event decorator. Only your decorator or on-site representative is responsible for receipt of any and all deliveries
- All materials, equipment or freight sent to the OPCC during contracted move-in dates should be clearly marked to include the name of the intended receiver, name of event, and booth number, so exhibitors can identify their items.

Example: ***Attention: John Doe***
 National Association of Bicycle Makers
 Booth #34
 Overland Park Convention Center
 6000 College Blvd.
 Overland Park, KS 66211

- Operator shall not be liable for any loss of or damage to such property.

SHIPPING FROM THE OPCC

- Boxes should be ready for shipping: taped and labeled appropriately
- Items can be brought to the security office on the east side of the building (behind Exhibit Hall A)
- The person that is shipping out the items should make arrangements for pickup of boxes/packages
- Please let an event manager know that packages will be left to ship

Pickup address: *Overland Park Convention Center*
 6000 College Blvd.
 Overland Park, KS 66211

- UPS or FedEx should be called to arrange a pickup
 - o UPS 800-742-5877
 - o FedEx 800-463-3339
- The OPCC will not be liable for the security of freight left in the facility following your move-out date(s).
- Please make sure to arrange for shipping packages back prior to leaving at the end of your event, as we cannot assume responsibility for the shipping of such freight. Freight left at the OPCC will be disposed of at the Licensee's expense.

Please let us know if you have any questions. We look forward to a great event!