



GRAND RIVER CENTER

Shipping and Handling Information

Shipping information:

Packages should not arrive more than four days prior to the group arrival. A storage fee of \$20.00 per day will apply if items are shipped earlier.

All packages should be labeled as follows:

Grand River Center

Name of group

Name and date of meeting

500 Bell Street

Dubuque, IA 52001

Box (es) _____ of _____ (Multiple boxes must be numbered)

The shipper's return address should include shipper's name, address and telephone number.

Guest will be notified upon receipt of package.

Handling fees:

Overnight envelopes.....No charge

Meeting planner shipment.....Complimentary handling of 10 boxes of registration materials. Any materials over this limit will be assessed a \$5.00 per box charge.

Exhibitor.....\$50.00 per pallet, \$10.00 per exhibitor case, and \$5.00 per box

Shipper's information:

Name: _____

Telephone number: _____

Company: _____

Address: _____

Anticipated delivery date: _____

Credit card number _____

Expiration date _____ V-Code: _____

Shipper's signature _____

Notes: _____

Shipper's information must contain credit card number to assess proper handling charges.

Shipping out from the Grand River Center:

All appropriate labels must be paid, put on the boxes and have a scheduled pick up date/time. There will be a handling fee of \$5.00 per box if not picked up on scheduled time.