SHIPPING – INBOUND

The following guidelines are to be followed when there is a need to send shipments to the Connecticut Convention Center of any freight, crated materials, boxes, etc.:

- All goods will be received and handled by the Convention Center Business Center located on the main exhibit level of the facility.
- All goods will be received up to 14 days prior to the start of an event.
- All goods will be required to be labeled properly. These labels can be obtained directly from the Business Center. Please contact your assigned Event Manager or the Convention Center Business Center for additional information at 860-728-2592.
- All goods will be available for pick-up at the Convention Center Business Center located on the main exhibit level of the facility.
- Fees will apply for all direct shipments to the Connecticut Convention Center.

If Licensee has elected services through a General Services Contractor / Decorator:

- All goods will be received and handled by the Convention Center Business Center which is located on the main exhibit level of the facility.
- All goods that arrive prior to a contracted move-in period will be subject to additional fees.
- All goods that arrive during a contracted move-in period that are not addressed to the attention of the elected General Service Contractor, indicating the intended receiver, booth number and name of event, will be subject to additional fees.
- All goods that arrive during a contracted move-in period that are addressed to the attention of the elected General Service Contractor, indicating the intended receiver, booth number and name of event, will be turned over to the General Service Contractor.

The Licensor may, (but shall not be obligated to) accept delivery of Licensee property, or store Licensee's goods and/or materials as a service to the Licensee. In such Event, the Licensor shall use reasonable commercial efforts to keep such property safe, but in no Event shall the Licensor have any liability for loss or damage to such property while in the possession of the Licensor, regardless of the reason that such loss or damage occurred. The Licensee shall hold the Licensor, the State of Connecticut, and their respective agents and employees harmless for any loss or damage to such property.

The Center does not provide crate storage. It is the responsibility of the Licensee to make the pertinent arrangements for storage of all crates and packing materials.

Freight may not be transported on passenger elevators, escalators or stairways. Escalators and passenger elevators are for use by the general public and may not be blocked, at any time. Freight should only be transported on freight elevators.

SHIPPING – OUTBOUND

All outbound shipments will be handled directly through the Convention Center Business Center. Fees will apply.