



## Exhibitor Shipping Information

### INCOMING SHIPMENTS

Riverhouse does not take responsibility for returned/refused items. Following the labeling examples will help ensure the safe arrival of packages. The Riverhouse on the Deschutes does not own a forklift, so if pallets need to be loaded or unloaded a forklift will need to be provided by the party shipping the pallet. Guests are expected to pick up packages at the convention center office upon arrival, delivery requests will incur \$5 fee per package under 25 pounds.

### FEDEX, UPS & PRIVATE SHIPPING COMPANIES:

Conference Center / Riverhouse  
2850 NW Rippling River Court  
Bend, Oregon 97703  
Conference Name / Dates  
Hold For:

### USPS:

Guest Name  
Conference Name / Dates  
Riverhouse  
3075 N Business 97  
Bend, Oregon 97703

### OUTGOING SHIPMENTS

Exhibitors must make arrangements for any outgoing shipping, including trucking companies.

### SHIPPING & RECEIVING FEES

Arrival of packages more than three (3) days before event	\$20.00 per item per day
Return of packages more than one day after event	\$10.00 per item per day
Pallet storage upon arrival (less than 500 lbs.)	\$75.00 per pallet per day
Pallet storage more than three (3) days prior to arrival	\$125.00 per pallet per day
Pallet Breakdown performed by Riverhouse	\$100.00 per pallet
Handling fee to schedule an outgoing pickup of packages	\$15.00 per package

