

## **EXHIBITOR SHIPPING, RECEIVING AND RE-SHIPPING**

- **Incoming Shipments:**

- All shipments MUST contain the following information:
  - Company name as on your application
  - Booth #
    - If you are a MIDWAY exhibitor, please just put MIDWAY instead of a booth #
  - Ship To
    - Your Companies name
    - C/O Quartzsite RV Show
    - Address: 700 S. Central Blvd, QZ, AZ, 85346
  - Unless palletized, each box must be labeled individually.
- **FEDEX or UPS only.** Do not ship anything by mail! All mail is automatically returned to sender.
- All shipments must be **PREPAID**. The Quartzsite RV Show is not responsible for any charges for shipping, receiving or re-shipping.
- Exhibitors may start shipping product to the show no earlier than 2 weeks prior to opening day. Unless someone from your company is there to receive your shipment, all shipments are received as is. We will sign for your shipment; however, Quartzsite RV Show is not responsible for any shortages. We will store your shipment in our Shipping and Receiving tent until you arrive.
- You may send product throughout the entirety of the show. Once we receive your product, we will do our best to get it as close to your booth as possible.

- **Re-Shipping ( Outgoing Shipments)**

- All outgoing shipments must be off the show grounds by Friday after show closing. After this date, we will not have the equipment or the staff to transfer your product onto the truck. This will be the sole responsibility of your company and the carrier service.
- All outgoing shipments must be packaged, labeled, and have a **PRE-PAID Bill of Lading** that is provided by the company shipping the product. Unless palletized, each box must be labeled individually.
- The Quartzsite RV Show is not responsible for any charges for shipping, receiving or re-shipping. We are also not responsible if your carrier comes to pick up your product and it is not there because it was left behind in your booth.
- Please bring your product and printed out Bill of Lading to the shipping and receiving tent. It is NOT the responsibility of our staff to bring your product to the shipping and receiving tent. If you need assistance with handling your product, please get in touch with them prior to when your carrier truck is supposed to arrive.