INSTRUCTIONS FOR INBOUND SHIPPING OF YOUR MATERIALS TO THE SHOWCASE

We have worked out an arrangement with the Gaillard Center to accept your Inbound packages this year. It is extremely important that you address your packages exactly as instructed below and ship them in a manner that guarantees their arrival during the shipping window specified. **ALL packages MUST arrive between Monday, October 28, 2019 and Friday, November 1, 2019.**

On Monday, November 4th our staff will distribute the packages to the individual booth locations. To help with our distribution process, please number all your boxes (i.e., Box 1 of 3, 2 of 3, 3 of 3, etc.) and write your Booth/Table number in BIG PRINT on every box you ship.

Please address your INBOUND Packages as follows:

**ATTN:  CHARLESTON VENDOR SHOWCASE**
“Your Company Name — Your Booth/Table #000”
c/o Charleston Gaillard Center
95 Calhoun Street
Charleston, SC  29401

INSTRUCTIONS FOR OUTBOUND SHIPPING OF YOUR MATERIALS FROM THE SHOWCASE

As in past years, we will schedule a FedEx pickup, which can be used to return materials. FedEx has agreed to send both “Express Service” trucks and “Ground Service” trucks to help accommodate our Vendors. Blank FedEx Express airbills and boxes will be available, however, Vendors will need their own FedEx Account number or credit card information for billing purposes to use these supplies. For your convenience we suggest that you bring your company’s pre-printed FedEx Express airbills to use on your return packages.

For FedEx Ground Service you MUST bring your company’s pre-printed SCANNABLE airbills with you (if FedEx CANNOT scan your Ground airbill they WILL NOT take your packages).

All return shipments should be ready by 6:20 p.m. on Tuesday for the FedEx drivers to load on their trucks. You cannot leave ANY packages at the Gaillard Center that FedEx will not be able to load on their trucks.

We will have recycling bins available for any paper trash you’d like to recycle when the event is over. THIS IS VERY IMPORTANT — if you are NOT using FedEx to return your materials, you must make your own arrangements for return shipping and you MUST take your packages with you when you leave the Gaillard Center. Any packages remaining at the Gaillard after the Vendor Showcase area is cleared will be thrown away. There is no place at the Gaillard Center for left behind packages to be stored.

DIRECT ANY ADDITIONAL VENDOR SHOWCASE QUESTIONS TO:

Toni Nix, Charleston Vendor Showcase Coordinator
Phone: 843-835-8604  •  Fax:  843-835-5892   •   Email:  <justwrite@lowcountry.com>

WE’RE LOOKING FORWARD TO ANOTHER SUCCESSFUL VENDOR SHOWCASE IN THE GAILLARD CENTER AND WE’RE EXCITED ABOUT SEEING ALL OF YOU HERE IN CHARLESTON IN NOVEMBER!