



## CONFERENCE CENTER EXHIBIT | RECEIVING & STORAGE INSTRUCTIONS

### GENERAL INFORMATION

- If the Conference/Event is utilizing an exhibit company, your shipment must be made through the designated exposition company.
- The Penn Stater will only accept shipments within four (4) business days of the start of your event, between the hours of 7:00am—3:00pm EST or additional charges may apply. There is limited space at the dock to receive and store shipments.
- Prepayment is required prior to release of exhibit materials.
- The receiving & storage handling fee (includes receipt, storage, and one-way delivery to your table)
- The Hotel is not responsible for damage or loss of any items left in the Hotel prior to or following any function.
- The Hotel accepts no responsibility for goods shipped to the Hotel prior to scheduled functions or left after a function is completed.

### CURRENT PRICING STRUCTURE

Package Weight Range	Total Price
1 – 25 lbs.	\$25.00 - Day of event the price is \$50.00
26 – 100 lbs.	\$75.00 - Day of event the price is \$150.00
100+ lbs.	\$75.00 per 100 lbs.- Day of event the price is \$150.00 per 100lbs.

*Pallets may not exceed 1500*

### PAYMENT INFORMATION

Billing Name (as it appears on your credit card): \_\_\_\_\_

Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Method of Payment: AMEX ☐ VISA ☐ MC ☐ DISC ☐ CHECK ☐

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

Onsite Contact if different from Billing Name: \_\_\_\_\_

Conference/Event Name: **Engineering Career Week**

Booth or Table #: \_\_\_\_\_

Event Date(s): **February 2 - 4, 2026**

Shipment Description: \_\_\_\_\_

Number of Packages: \_\_\_\_\_

Estimate Weight: \_\_\_\_\_

Shipping Company: FedEx ☐ UPS ☐ DHL ☐ OTHER: \_\_\_\_\_

*For internal use only upon receipt of packages*

Total Weight	Cost	Sales Tax (6%)	Total Billed

Internal Transaction Code: 3070  
Internal Tax Code: 3098

**ALL BOXES AND FREIGHT THAT ARE SHIPPED DIRECTLY TO THE PENN STATER HOTEL AND CONFERENCE CENTER, IN RELATION TO AN EXHIBIT SHOW, WILL BE SUBJECT TO THESE CHARGES.**



## CONFERENCE CENTER EXHIBIT | RECEIVING & STORAGE INSTRUCTIONS

Internal Posting Master:

### SAMPLE LABEL:

Please affix the sample label provided below to your packages to ensure proper delivery to your booth/table.

#### EXHIBITION FREIGHT

**ATTN:**

The Penn Stater Hotel and Conference Center  
215 Innovation Blvd.  
State College, PA 16803

Onsite Contact Name: \_\_\_\_\_

Exhibitor Company Name: \_\_\_\_\_

Booth/Table # : \_\_\_\_\_

Conference/Event Name: \_\_\_\_\_

Box(es): \_\_\_\_\_ of \_\_\_\_\_

### UPON ARRIVAL

We will deliver packages to your exhibit table prior to the established exhibitor setup time as long as we have received the form with payment information in advance.

If shipments are received at the Conference Center without a form sent in advance, please check with our Conference Concierge between the hours of 8:00am – 4:00pm. Prepayment is required prior to the release of exhibit materials.

### UPON DEPARTURE

1. You are responsible for making outbound shipping arrangements with your shipping company prior to your departure.
  - Complete the appropriate UPS, FedEx or DHL shipping arrangements under your account online by phone.
  - Attached your printed labels to each package. Complimentary computers and printers are located on site.
  - Call your courier to arrange for pickup. Drivers will not pick up if arrangements are not made.  
(Our pick up location is the Receiving Dock.)

**FedEx: 1-800-GOFEDEX**  
**UPS: 1-800-PICK-UPS**
2. For security reasons, do not leave your packages at your exhibit table. Please bring your packages to the Conference Concierge Desk located on the Main Level of the Conference Center between the hours of 8:00am – 4:00pm. After 4:00pm the hotel planner will confirm with the event organizer the arrangements for shipping out the items that were previously shipped in. Our Staff will transport the exhibit materials to our Receiving Dock for local pickup.

### SEND FORM TO:

The completed receiving and storage handling form must be faxed to The Penn Stater at 814-863-5001 two weeks prior to your event with appropriate credit card information. The Penn Stater will only accept shipments within four (4) business days of the start of your event, between the hours of 7:00am – 3:00pm EST or additional charges may apply.

Conference Services Manager : Delyn Walker \_\_\_\_\_

Fax # : 814-863-5001

Phone # : 814-863-5042

Email Address : [dwalker@scholartps.com](mailto:dwalker@scholartps.com)

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