



IOWA STATE UNIVERSITY
www.center.iastate.edu



Scheman Building Exhibitor Outbound Shipping Information

All exhibitors should stop by the Iowa State Center Service Desk to inform us of your outbound shipping carrier!

General Information

- All boxes/containers must be labeled for return shipment
- Labeled boxes/containers should be left in booth, even if shipping arrangements are already made. Iowa State Center staff will remove outbound freight from booths, and load it on the appropriate carrier.
- Ship From Address: Iowa State Center
Iowa State University
Scheman Building, Suite 102
1805 Center Dr.
Ames, IA 50011
- Shipments must be sent out within 3 days of end of conference. Otherwise additional charges may apply.

UPS Shipping Information

- Each box/container needs a mailing address
- ALL** Air Shipments boxes/containers must have their own form
- Attach shipping forms to individual boxes/containers
- Payment needs to be a company's UPS account number or major credit card

Fed Ex Shipping Information

- Payment needs to be a company's FedEx account number or major credit card
- Each box/container must have its own label and sleeve

All Other Carrier Shipping Information

- All other carriers must be contacted individually by company to arrange pick-up.
- Payment needs to be a company's shipping account number or major credit card
- Each container needs to be labeled with shipping weight noted
- Return all outbound bills of lading to the Iowa State Center Service Desk

Please direct all questions to the Iowa State Center Service Desk in the Southwest corner of the first floor lobby