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*