



IOWA STATE UNIVERSITY
www.center.iastate.edu



Scheman Building Receiving Log for Conference Services

Scheman Building, Suite 102, 1805 Center Drive, Iowa State University, Ames, IA 50011
Phone: 515-294-3348 Fax: 515-294-3349

Please complete and return to the Iowa State Center prior to shipping.

Event Name:

Date of Event:

Company Name:

Sender Name:

Number of Items:

Iowa State Center Contact:

Expected Date of Arrival:

Your Name Here:

After Event Shipping Instructions:

Exhibitors/Senders are responsible for return pick-up arrangements.

FED EX Procedures for Exhibitors/Senders:

Fed Ex call 800-238-5355. Tell Fed Ex you are scheduling a pickup at the Iowa State Center, Scheman Bldg. Ste 102, 1805 Center Drive, Iowa State University, Ames, Iowa 50011. Fed Ex requires two hours from time of pickup to the time we close. If needing to print your Fed Ex shipping labels, please let your event coordinator know; we will be able to print them for you.

Pick-up hours are 8am to 5pm, unless other arrangements are made with the Iowa State Center.

UPS Procedures for Exhibitors/Senders:

UPS call 800-742-5877. If shipping Ground, you will need weight of the items and measurement of packages (width and length). Usually takes a day or two to get verification of delivery.

Other Carriers:

Exhibitors/Senders are responsible for return pick-up arrangement