# Outbound Shipping Info

*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 4  
  Ames, IA 50011-1113
- Shipments must be sent out within one week of end of conference. Otherwise additional charges may apply.

## UPS Shipping Information

- Each box/container needs a mailing address
- Next Day Air or Second Day Air labels are available at Iowa State Center Service Desk
- Ground UPS is **NOT** available through the Iowa State Center from the Scheman Building. Packages needing to go out Ground UPS may be dropped off at the local UPS office. Contact Iowa State Center Service desk for information.
- Ground UPS is available with ARS or arrangements made by your company for pick-up.
- **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

- Labels and sleeves are available at the Iowa State Center Service Desk
- 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

- Yellow and Roadway labels are available at the Iowa State Center Service Desk.
- 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*