



RCC DRAYAGE/SHIPPING INFORMATION

Drayage/Shipping: Below you will find directions and information for vendors shipping needed materials to our building. Also included is the form which must be completed and returned. If the conference is using a general service contractor all items must be shipped through the general services contractor.

Packages shipped to the Renasant Convention Center (RCC) may arrive **3 business days prior** to exhibitor move-in day.

Packages should be shipped with the following items on the delivery label.

Renasant Convention Center
ATTN: EVENT SHIPPING
YOUR COMPANY NAME (as would appear on the booth)
EVENT NAME
255 N Main Street
Memphis TN 38103

Packages will be received and delivered to assigned tables after the entire vendor space has been set up. The minimum charge for drayage is \$65. Any total shipment(s) weighing over 100 lbs. will be charged a drayage fee of \$65 per 100 lbs., rounded **up** to the nearest 100 lbs. The drayage fee must be paid before shipments can be delivered to the booth. This fee can be paid in advance at the [Renasant Convention Center](#) website.

PLEASE NOTE: The RCC will not be responsible for damage to uncrated freight and packages that are not shrink wrapped. Nor will we be responsible for any lost, misplaced, or (concealed) damaged freight.

The Drayage Handling Form, included below, has additional shipping information and package related questions.

For outbound packages, vendors are responsible for:

- Repacking and sealing their boxes for shipment.
- Filling out the Outgoing Drayage Handling Form and place with packages. Packages without this form will not be handled or shipped out by the Renasant Convention Center.
- Attaching the proper pick up label.
- Placing outbound packages on top of the vendor tables. Do not leave any package under or behind the table.
- Scheduling a pick-up time with the shipping company. Please tell the shipping company packages need to be picked up between the hours of 8AM-4PM, Monday-Friday.



DRAYAGE HANDLING FORM

Drayage is the charge for the labor required to receive, store, and deliver freight to your booth or exhibit location and remove, store, and return freight.

The Renasant Convention Center (RCC) requires pre-payment of all drayage charges. Please submit payment online at the [exhibitor utilities order form](#) on the Renasant Convention Center website.

Payment on Delivery shipments will be refused.

We will receive, store, and deliver freight to each booth or exhibit location after event setup has been completed, and remove, store, and return freight post event. Shipments may arrive up to **3 business days prior** to exhibitor move-in day. Late shipments may be subject to 25% additional handling fee.

The fee for these services will be based on the inbound, collective weight per shipment.

- The minimum charge for drayage is \$65.00.
- Any total shipment(s) weighing over 100 lbs. will be charged \$65.00 per 100 lbs., rounded **up** to the nearest 100 lbs.

PLEASE NOTE: The RCC will not be responsible for damage to uncrated freight and packages that are not shrink wrapped. Nor will we be responsible for any lost, misplaced, or (concealed) damaged freight.

Your Company Name: _____

Onsite Contact Name: _____

Onsite Contact Number: _____

Event Name & Date: _____

Your Booth Number: _____

Number of Packages: _____ Estimated Weight: _____

Shipping Company: _____

I hereby understand and agree to all drayage handling rules and regulations set forth by the Renasant Convention Center.

Signature

Date