

## Shipping Instructions

### Shipping to the Denver Mart

Mart Dock Staff will deliver all freight to the building and booth on day of move-in.

- › **Freight will be accepted 10 business prior to the event**, stored and locked on the Denver Mart Dock—  
Freight delivered MORE than 10 business days before the event may be refused.
- › **Shipping label MUST include the following information**
  - Name (personnel on site to receive freight)
  - Denver Mart
  - 451 East 58<sup>th</sup> Avenue
  - Denver, Colorado 80216
  
  - Name of Event
  - Date of Event
  - Building
  - Company Name & Booth Number

### Shipping Out of the Denver Mart

At conclusion of the show to ship freight out of the Mart:

- › **All freight must be packed and ready to ship.**
- › **All freight must be labeled.**
- › **All freight must have shipping labels.**
- › **Shipping labels/paperwork must be completed.**
- › **Payment must be arranged** (credit card, corporate account #, pre payment etc.).
- › **Exhibitor must notify their carrier for pick up, from the Denver Mart for the following business day** (possibly Monday) **after the show.**
- › **Exhibitor will leave all freight and paper work in booth.**
- › **Denver Mart Dock staff will come by the booth and pick up all freight and ship out of Denver Mart Dock.**

### **Incomplete freight shipments will not be shipped.**

The Denver Mart is not responsible for incomplete freight shipments.