**Exhibitor Packet Information**

**Shipping:**

Shipping Directly to the RCC: The Raleigh Convention Center does not charge a shipping and handling fee, but we ask that all vendors/clients label all of their packages with the following information:

THEIR NAME

Raleigh Convention Center

500 S. Salisbury St.

Raleigh, NC 27601

CONVENTION NAME / BOOTH #

Attn: EVENT COORDINATOR

Also:

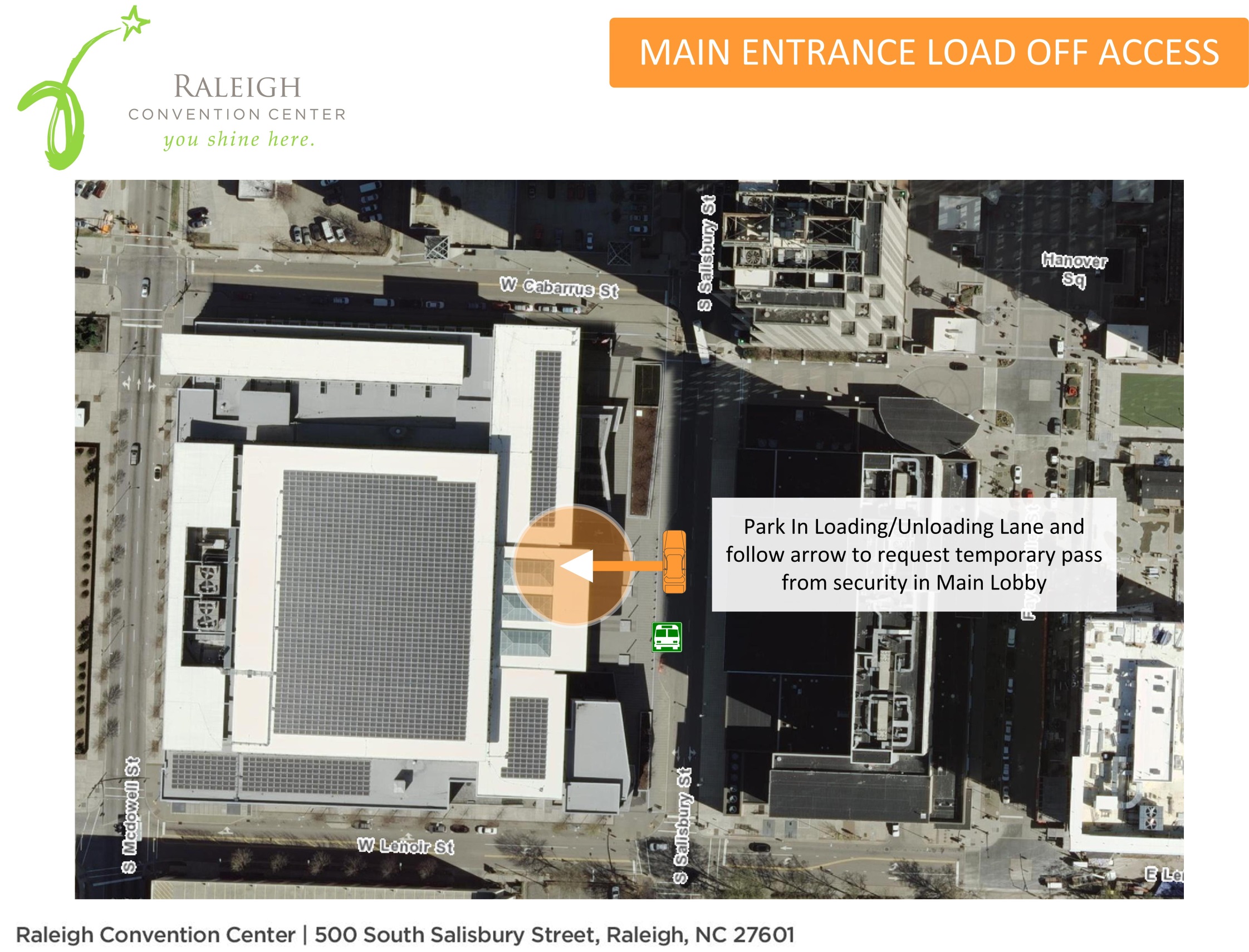
* Due to the amount of incoming and outgoing shipments from our facility, Raleigh Convention Center does not assume liability for missing packages or items.
* RCC asks that packages arrive within 48 hours of the conference move in date as we have multiple events that rotate throughout the building on a daily basis and we cannot store items prior to that time period. If packages arrive earlier than 48 hours there is a possibility that the packages may be turned away, which may result in a delayed delivery.

    If the vendor / client ships packages out of the Convention Center, the vendor/client must provide all shipping materials (tape, labels, boxes, scissors, etc.) and arrange a pick up time and date with their carrier (UPS, FedEx, etc.).

**Loading In / Out of the Building:**

* Vendors may load in through the loading dock (*please see Loading Dock Access Map Below)*
* Once the vehicle is unloaded, vendors are responsible for moving their vehicle from the loading dock. If the vehicle sits idle for a long duration it is subject to be towed
* We do not allow vehicles to be parked in the loading dock overnight
* We ask that vendors provide their own carts for unloading and loading purposes. RCC has a very limited amount of carts available that are only available on a first come first serve basis (we do not reserve carts for individuals)
* If your event is not on the trade show floor and vendors **will not** be bringing in a significant amount of equipment/supplies for their booth, the vendors may load in through the main lobby doors of the Convention Center located off of S. Salisbury St.
* If vendors decide to unload through the main lobby doors they will need to get a temporary unloading parking pass from the RCC security desk located inside the main lobby doors off of S. Salisbury St. Once the individual unloads their vehicle from the street they will need to move their vehicle immediately as this area is used for the R-Line and City buses *(please see Main Lobby Unloading Map below).*

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