



SANTA CLARA

SILICON VALLEY CENTRAL
CONVENTION CENTER

"Your Partner In Excellence"

Shipping & Receiving

The Convention Center does not have a shipping and receiving department nor do we have a designated storeroom for freight. Packages for meetings which do not employ a General Service Contractor will be accepted by our Security Department no more than three (3) days prior to the first move-in date as a professional courtesy. The Convention Center accepts no responsibility for the number of boxes delivered or the condition in which they are received.

Two (2) Boxes, 45 lbs or less, will be accepted at no charge; thereafter

Under 5 Pounds	\$10.00 per box
5 - 45 Pounds	\$30.00 per box
46 - 99 Pounds	\$60.00 per box
100 Pounds or More	Negotiable

Pallets will not be accepted without prior approval.

The Convention Center will verify the package/box weight to arrive at the proper charge.

Each package must be clearly addressed in order to be accepted.

Attention: Event Manager Name
Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

Company Event Name
Date of Event
Location of Hall

Trade show or exposition shipments will not be accepted by the Convention Center. Freight must be addressed to the General Contractor hired by Show Management and scheduled to arrive no earlier than the first move-in day that the Decorator will be on property.

The Convention Center does not Ship Out.

