



## FREDERICTON CONVENTION CENTRE SHIPPING LABEL

Please note that every event at the Fredericton Convention Centre has an official move in date. The Fredericton Convention Centre is unable to store exhibitor freight prior to the pre-arranged move-in date, due to the limited storage facilities. We reserve the right to refuse delivery of any exhibitor freight that arrives at the facility prior to the contracted this date. Please consult with your Event Management Company if you require more details regarding move-in dates or official freight storage. Also feel free to contact the Fredericton Convention Centre and ask to speak with your Event Manager.

Please find below a pre-addressed mailing label for the **Fredericton Convention Centre**. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. All of our mailing information is included for your convenience – however we ask that you please fill in the remaining sections, especially the EVENT NAME and your EXHIBITOR COMPANY NAME.

When shipping equipment and materials for your booth or exhibition, please bear in mind these important points:

- The Fredericton Convention Centre has a policy of not accepting delivery of exhibitors' equipment and materials.

If you have deliveries scheduled to arrive before the day of ingress, the following options are available to you:

- Arranging for direct delivery to the display company that your show managers have contracted. The display company will be able to provide off-site storage and deliver your shipment to your booth / exhibition space at the Convention Centre, as well as arrange to have the booth returned to you following the show.
- Engaging the services of a shipping and brokerage firm. Such firms will handle and store all materials and are able to provide service and assistance to you on-site, at the Convention Centre on the designated day of ingress.
- Shipping and Brokerage firms specialize in shipments that require careful handling; all details related to cross border and inter-provincial shipping and long and short term storage of goods.

Whichever choice you make, the FCC strongly recommends that you inform yourself of the insurance coverage and security that any company extends to their clients while your property is in their care.

The FCC is not responsible for outbound shipments. The exhibitor/shipper is responsible for arranging courier pick-up arrangements. Any items left behind are not the responsibility of the FCC. Handling and storage fees may apply. Items left behind and unclaimed within 30 days of the event end date will be disposed of by the FCC.



**Fredericton Convention Centre  
670 Queen Street  
Fredericton, NB  
E3B 1C2**

**c/o: FCC Contact, Title  
FCC Contact Phone Number  
Event Name, Event Date, Room Name**

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