



## Seattle Convention Center Freight Handling Procedures for Spring Endocrine Days, **April 4, 2025**

### **Inbound freight handling procedure:**

SCC charges a nominal fee to receive, store and deliver vendor freight:

Road Case	\$10 each
Box (reasonable size for carrying)	\$ 7 each
Envelope	No charge
Pallet	\$25 each

Please provide the number of pieces expected and a description of each (box, envelope or hard-sided road case). Please schedule delivery to arrive between 8:00-4:00PM, no sooner than **April 1, 2025**, and no later than **April 3, 2025**. We'll need to have these freight specs in advance to accept the delivery. There is a **\$25** additional handling fee for unexpected deliveries.

Shipping Address is:

Seattle Convention Center  
c/o James Cadungug + **Spring Endocrine Days 2025**,  
**(Vendor's Name & Company), Room 606**  
**ARCH Loading Dock**  
1315 Hubbell Place  
Seattle WA, 98101

### **Outbound freight handling procedure:**

There are two options available for outbound freight:

**a)** Shipping through FedEx.

There is a FedEx Office business center on the first floor of the building. Last pick-up is at 5:15PM, but the store remains open until 6:00PM. They ask that you have your shipping information completed already.

**b)** For all other carriers, **please schedule a pick-up the next business day, April 7, 2025**, notify James Cadungug, Event Manager, label the outbound freight and turn over outbound directly to James.

### **Freight handling payment procedure:**

All fees will be tallied and added to the Final Event Invoice at the end of the event.

### **James Cadungug**

#### **OneStop Manager**

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