

NESS 2021 Inbound
exhibitor shipments will be
accepted NO SOONER than
September 21, 2021



Vendor Shipping Instructions

1. Complete the *Exhibition Shipping Form* and return to PSAV Business Center via email Lance.Newhall@encoreglobal.com
2. Attach the provided shipping labels to your packages. The labels must contain the following information:
 - Event Name
 - Booth/Table Number (if known)
 - On-site contact's name
 - On-site contact's phone number
 - C/O PSAV Business Center
 - Foxwoods Resort Casino
 - 302 Muhshee Mahchaq
 - Mashantucket, CT 06338
3. Incoming Packages will be stored prior to the show then delivered to the appropriate booth/table at the designated vendor setup date and time. Packages received *without* completed *Exhibition Shipping Form* will be held pending proper paperwork. A card will be left at the booth/table advising of this information.
4. If the *Exhibition Shipping Form* has been *received* by the Business Center, *then* outbound packages may be left at the booth/table for pickup by the Business Center. Boxes will *not* be picked up if we do not have proper paperwork or billing information for them. We will tape them if necessary. Should you prefer, you can bring your packages to the Business Center (located on the Mezzanine Level of Fox Tower) for outbound shipping. A *Shipping Record Form* will also be required if the packages are not labeled. Your UPS account can be used for the shipping cost. *A billing zip code is required to qualify the account.* When leaving packages at the booth/table, please be sure that the *Shipping Record* is securely attached.
5. The Business Center will *not* handle packages that weigh more than 70 pounds.

PSAV Business Center • Foxwoods Resort Casino
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