



## Northeast Gas Association **Exhibit and Shipment Guidelines**

### **NGA Exhibitor Breakdown**

Wednesday, June 4<sup>th</sup> at 3:30 pm, MAC Gym Chace Wellness Center

*\*Exhibitors are responsible for dismantling and packaging their own displays for shipment.*

*Please see disclaimer regarding leaving packages behind prior to being picked up by shipping vendor or Authorization from the Conference & Special Events Office at Bryant University.*

#### **FedEx Freight Pickup for Large Packages Disclaimer**

Any items heavier than 80 lbs. must be shipped via FedEx Freight. All vendors are responsible for making arrangements with the local FedEx Freight Department to pick up any large packages. You must indicate to the FedEx Freight that you need a truck with a Lift Gate PICKUP ONLY! All packages MUST be picked up at the MAC.

***FedEx Freight number is: [401-333-1827](tel:401-333-1827), Option 3***

Bryant reserves the right to hold any packages beyond 24 hours.

#### **Exhibitor Responsibilities:**

1. Breakdown your display
2. Repackage your materials
3. Date and Label your package with your **pre-printed return label**
4. Put your order for pickup with FedEx, UPS or a Third-Party Shipping company. Indicate the pickup location the Chace Wellness Center in the MAC Gym for Wednesday, June 4<sup>th</sup> between 3:30 pm – 4:30 pm.
5. Bring your packages to the back of the MAC Gymnasium and place them in the respective shipping company designated area (FedEx/UPS) by 3:30pm on Wednesday, June 4<sup>th</sup>

#### **TIME PACKAGES WILL BE PICKED UP BY FEDEX or UPS**

FedEx & UPS Pickup Window from 3:30 pm – 4:30 pm on Wednesday, June 4<sup>th</sup>

#### **INDEPENDENT SHIPPING COMPANY**

\*If you are shipping your materials with an independent shipment company, you are responsible for coordinating the pick-up. All packages **must be removed from the MAC by 4:30 pm on Wednesday, June 4<sup>th</sup>**.

#### **DISCLAIMER REGARDING LEAVING PACKAGES BEHIND PRIOR TO PICKUP:**

*Exhibitors are not permitted to leave any materials or packages at their exhibit booth. Packages not brought to the designated area of the MAC will not be picked up. Bryant University is not responsible for any exhibit items left in the MAC that doesn't have a preprinted shipping label. Bryant University Conference & Special Events Office is not responsible for any packages lost while on route or being shipped back to the vendor's choice of delivery. The person(s) or company shipping the packages are responsible for getting packages to and from the University.*



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*Please contact Conference & Special Events Office at  
(401) 232 – 6921 or [conference@bryant.edu](mailto:conference@bryant.edu) with any questions or concerns.*