

## SHIPMENT NOTIFICATION FORM

### INBOUND SHIPPING INFORMATION:

**IMPORTANT:**

Due to the Shreveport Convention Center not having shipping and receiving department, it is the responsibility of the client and/or vendor to contact their carrier for deliveries and pickup. If the client and/or vendor orders material handling (material handling is for all shipments to be taken to their booth or contracted room by an SCC operations team member), they are responsible for labeling (please have your labels with you, SCC does not provide shipping labels) and contacting their carrier for pick.

Ship to:

Shreveport Convention Center

**Event Name**

**ATTN: EVENT COORDINATOR-Shai Davis**

**Booth Name (if a vendor)**

400 Caddo Street

Shreveport, LA 71101

Carrier Name: \_\_\_\_\_ Carrier Phone Number: \_\_\_\_\_

Shipped to: ☐ Warehouse ☐ Show Site

Shipped From City/ State: \_\_\_\_\_

Total Number or Crates: \_\_\_\_\_ Cartons: \_\_\_\_\_ Fiber Cases: \_\_\_\_\_ Other (Specify): \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

Please Provide an Emergency Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*Please note: Shreveport Convention Center Events will not be responsible for product or literature that is not properly packed and labeled by Exhibitor Personnel.**

<b>Company Name:</b>	<b>Booth #:</b>
<b>Contact Person:</b>	<b>Phone #:</b>