

# GETTING BOOTH MATERIAL TO VENUE

## SHIPPING/DELIVERING OR DROPPING OFF YOUR EXHIBIT

1. ROSSI EXPOSITIONS will provide complete material handling for exhibitors. The facility is union and there will be a charge for all freight brought into the building.
2. All freight deliveries / exhibit drop-offs MUST be arranged with Rossi Expositions. To arrange freight delivery / exhibit drop-off **contact Rossi Expositions at 510-436-7500 or email [info@rossiexpo.com](mailto:info@rossiexpo.com)**.
3. Rossi Expositions will be sending each exhibitor a log-in to their online portal. From here you can arrange freight shipping / delivery and print shipping labels. Freight charges will be outlined in the portal.
4. Exhibitor freight cannot be delivered in advance to the venue. Freight will only be accepted during showing installation hours.
5. **All items and materials brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through official show vendors and disposal of booth materials.**

