

## SHIPPING & RECEIVING - BOOTH MATERIAL

If you are shipping any items to the event, you will need to arrange this through Brede. In addition to Shipping fees, you also have to pay RECEIVING/DRAYAGE Fees. This is called a Material Handling. When you ship your items, they are received at a warehouse. The Material Handling Fee includes the cost of dock labor to move your items from the dock to your booth prior to the show, and to move items from your booth to the dock after the show. Please be sure to budget for this cost.

You arrange this serve with Brede Exposition Services, who is our show decorator for DrupalCon Portland. Each exhibitor will receive an email from Brede that links to their on-line service kit, which lets you arrange your Material Handling (and other items like carpet rental, monitor rental, catering, Hardline Internet drop for your booth and more)

**Be sure to email your shipping tracking numbers** to [ruth@association.drupal.org](mailto:ruth@association.drupal.org) so we can make sure your materials arrive on time. Without tracking numbers, we can't help you find them!

**Materials MUST arrive at the advance shipping warehouse between April 21 and by Tuesday, May 14, 2013**

Use the shipping label below to get your **BOOTH MATERIAL** to the show on time.

<b>ADVANCE WAREHOUSE</b>	<b>EXHIBIT MATERIAL</b>	<b>Brede</b> EXPOSITION SERVICES
	<i>Rush to:</i>	c/o YRC Freight
		6845 North Cutter Circle
		Portland, OR 97217
	<b>DrupalCon Portland 2013</b>	Exhibitor _____
	Oregon Convention Center Portland, OR May 20-24, 2013	Booth _____
		Late to warehouse charges apply after: <b>May 14, 2013</b>