

# shipping information & instructions

## **shipping arrangements**

**please submit the following shipping information to your conference planning manager.  
please be advised we will not accept items more than two (2) days prior to your  
scheduled event.**

event name:

vendor name:

event date:

number of boxes arriving:

shipping carrier:

## **please address items as follows:**

mission bay conference center @ucsf

attn: (event-name/vendor) & Rebecca Klein

1675 owens street suite # 251

san francisco, ca 94158 (ups or fedex) 94143-3008 (usps)

we recommend sending packages via fedex.

usps will take up to 2-3 weeks for us to receive because it will be sorted through the UCSF mail system.

## **return shipping information**

**packages will not be shipped to p.o. boxes or ups.**

**fedex ground labels must be printed.**

1. seal and /or label all packages.
2. label all packages-client to complete appropriate tags.
3. leave boxes which are to be shipped in your event room.
4. sender must schedule a pick up with carrier.

## **important!**

non-compliance of the above mentioned requirements will delay delivery to desired destination. all materials that remain at mbcc after the event must be picked up within three working days.