

VENDOR SHIPPING INFORMATION

*****The Kansas Star Event Center does not accept any liability for equipment, goods, displays, or other materials shipped from the Kansas Star Event Center. The Vendor is responsible for insuring its property for loss or damage. *****

**Any special shipping and receiving requirements may be directed specifically to Kansas Star Event Center:
 Office: 316-719-5302**

All KSA vendors who need to ship booths or product, please note the following shipping & pricing information:

- **Shipment Date:**
 Due to limited storage space, shipments must arrive at Kansas Star Event Center any time after Tuesday 10/31/2023. You may not ship anything to Kansas Star Event Center for an arrival before Tuesday 10/31/2023 for an additional storage fee of \$25/day will apply.
- **Shipping Address:**
Client's Name
Company Name & Convention; Booth #
Arrival Date: MM/DD/YY
 Kansas Star Event Center
 Attn: Banquet Manager
 777 Kansas Star Drive
 Mulvane, KS 67110
Number of Boxes (Ex: Box 1 of 2, Box 2 of 2)

All boxes must be labeled as shown above with KSA, your COMPANY NAME, BOOTH NUMBER and NUMBER of boxes.

- **For those shipping booths and/or product back to your location after KSA has concluded:**
All shipping labels must be paid for, printed, and attached to the shipping containers AND left at your assigned booth for pick-up. All return shipping requests must be discussed and coordinated with Kansas Star.

After event, Group/Exhibitor will be responsible for dismantling, repacking and sealing of outbound shipments. Package/Box pickup service is provided by FedEx and UPS.

All outbound shipments will require completed shipping documents, including billing account numbers. Kansas Star Event Center will provide pickup from your event location and will transport to our receiving department for pickup by designated shipping vendor. All return shipping requests must be discussed and coordinated with Kansas Star.

- **Rates and Guidelines:**

SIZE	INBOUND	OUTBOUND*
Envelopes to Guest/Letter (or any item under 1lb)	No Charge	N/A
Box/Case	\$5.00	N/A
Pallets/Crates	\$100.00	N/A

**All shipping costs will be incurred by the vendor*

