

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) & holly szeto

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.