



SAVANNAH CONVENTION CENTER

One International Drive ▲P.O. Box 248 ▲Savannah, Georgia, 31421 ▲T: 912.447.4000 ▲F: 912.447.4711

Shipping Guidelines

****Due to limited storage space boxes/pallets are not permitted to be delivered more than 3 business days before contracted set up date of event.****

Please address your shipments as follows:

Savannah Convention Center
One International Drive Savannah,
GA 31421

Name of Event

Booth Number & Contact Name

Contact Phone Number

Incoming Shipping & Freight Fees*

\$20.00 per box receiving fee

\$200.00 per pallet receiving fee

\$20.00 per day/per box storage fee

***All fees will be due onsite upon receipt before boxes will be delivered to your booth**

Outgoing Shipping & Freight

Savannah Convention Center is not responsible for any outgoing boxes and/or freight.

You are responsible for correctly labeling your packages with return address label as well as contacting your carrier for scheduling a pick up.

- UPS: 1-800-PICK-UPS
(742-5877)
- FedEx: 1-800-GO-FEDEX
(463-3339)