



denver merchandise mart shipping instructions

shipping to the denver merchandise mart

Mart Dock Staff will deliver all freight to the building and booth on day of move-in.

- › **Freight will be accepted 10 business prior to the event**, stored and locked on the Denver Merchandise Mart Dock—Freight delivered MORE than 10 business days before the event may be refused.

- › **Shipping label MUST include the following information**
 - Name (personnel on site to receive freight)
 - Denver Merchandise Mart
 - 451 East 58th Avenue
 - Denver, Colorado 80216

 - Name of Event
 - Date of Event
 - Building
 - Company Name & Booth Number

shipping out of the mart

At conclusion of the show to ship freight out of the Mart:

- › **All freight must be packed and ready to ship.**
- › **All freight must be labeled.**
- › **All freight must have shipping labels.**
- › **Shipping labels/paperwork must be completed.**
- › **Payment must be arranged** (credit card, corporate account #, pre payment etc.).
- › **Exhibitor must notify their carrier for pick up, from the Mart for the following business day** (possibly Monday) **after the show.**
- › **Exhibitor will leave all freight and paper work in booth.**
- › **Mart Dock staff will come by the booth and pick up all freight and ship out of Mart Dock.**

Incomplete freight shipments will not be shipped.

The Denver Merchandise Mart is not responsible for incomplete freight shipments.