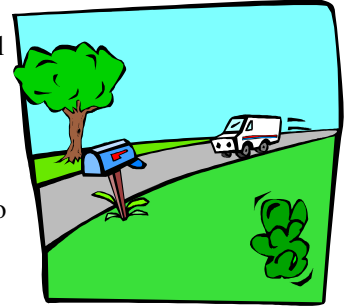




## RECEIVING & SHIPPING

The Husky Union Building only has a **small loading dock** facility and we **do not** have full-time receiving/shipping staff or equipment to support large shipments or storage. All shipments must be **delivered directly to the rooms** you have rented and paid for. For this reason, to avoid a refusal of your shipment, it is imperative you follow the correct receiving and shipping procedures:



- Call the Event Services Office prior to making arrangements for your shipping to determine the **earliest day** we may receive your shipment and what **room(s)** the shipments should be sent to.
- After determining your shipping day and rooms, **make sure your trucking company can guarantee** that the deliveries will not be made on any earlier day. This is important as we will have no choice but to refuse early deliveries. We do not have any storage space other than the room you have rented.
- Whenever possible use a commercial delivery company such as Federal Express or *United Parcel Service* as they are most familiar with campus policies and restrictions.
- All shipments must be delivered directly to the rooms and specified as an **INSIDE DELIVERY**. We do not have staff to move items from the loading dock to the rooms. We also do not have pallet jacks or fork lifts. If a truck arrives asking us to unload and move boxes the delivery will be refused.
- If a **PALLET JACK**, fork-lift or moving carts are needed, the trucking company will need to bring their own.
- Be advised that large semi-trucks over 40' in length will have a difficult if not *impossible* time backing into the loading bays. Trucking companies are strongly advised to bring the smallest truck possible with a **lift gate**.
- HUB Staff will lock rooms after shipments have been delivered but **at no time** do we accept responsibility for loss, damage or theft of items shipped to our building.
- HUB Staff can not assist with the unpacking, packing or moving of any shipments for liability reasons.
- When it is time to have your items picked up, the same procedures must be followed. **All items must be removed by the date and time arranged with the event services office**. Items left after this date are subject to disposal.

The University of Washington campus does not have street addresses. Many trucking companies will ask for a street address but the U.W. uses room numbers and building names for addresses. Address items as indicated below:

University of Washington  
Husky Union Building (enter room name or number)  
Box 352230  
Seattle, Washington 98195  
Attn: The Name of Your Conference

