



SHIPPING INFORMATION

*for Events that do not have a Contractor or Decorator
Effective January 1, 2022*

The Wilmington Convention Center (Facility) does not handle freight shipments. We ask that all event related freight be addressed to Licensee or Contractor/Decorator.

If Licensee does not have a Contractor or Decorator, the Facility will receive packages and standard handling fees based on the rates and stipulations listed below.

Facility asks that all shipments be addressed properly and do not arrive outside contracted License period.

All shipments leaving the Facility will need to be called in to shipping provider as Facility does not have any scheduled pick up times.

Storage & Handling Fees

\$20.00 per individual envelope/box/case delivered
\$100.00 per pallet delivered

Please address your shipments as follows

Wilmington Convention Center
515 Nutt Street Wilmington, NC 28401
Name of the Event
Dates of Event
Booth Number & Contact Name
Contact Phone Number

Payment for storage and handling fees can be made on the Wilmington Convention Center using the following link:
<https://www.wilmingtonconventions.com/electric-and-utilities-service-payment/>

Please understand that the Wilmington Convention Center does not handle any outgoing freight. Individuals are responsible for all outgoing freight paperwork and scheduling of pickup of freight. If you have any questions, please contact Event Services at 910-251-5101.