

***Please have your items shipped and labeled as the following:***

***Wind Creek Bethlehem***

***Meeting Name: PA Bus Association***

***Attention: **Guest Name*****

***77 Wind Creek Boulevard***

***Bethlehem, PA 18015***

*Please make sure that after the event is over, if the items need to be shipped back to another location, **they need to already have it packaged and labeled for ground pickups such as FedEx and UPS.***

*Wind Creek will not search inside packages for the labels. This would be their responsibility to have this ready to go.*

The vendor is responsible to contact the freight company at the end of the event for the freight pickup.

All freight pickups must have Bill of Lading paperwork included with the pallet/pallets.

The freight company doing the pickup must be marked on the BOL.

***Vendors are responsible to arrange for pickup of the freight within 48 hours of the end of event or incur a \$250 handling/storage charge.***

If it is multiple smaller cases being shipped as 1 freight pickup they must be palletized and wrapped. We can provide empty pallets and wrap if requested.

*For shipping/delivery of items, John Schultz at 484-777-7932.*