Exhibitors – Policies and Procedures

Shipping and Receiving

* The Glacier Canyon Conference Center (GCCC) will receive and store packages a maximum of five business days before the contracted start of an event at no charge. Materials received before this date may be subject to additional fees
* GCCC does not assume responsibility or liability for any parcels or materials it receives including lost packages
* Over-sized and or freight deliveries may incur additional fees
* GCCC does not have access to a forklift, but does have loading dock access
* Shipments must be pre-paid by the sender and must include the following information:
**Glacier Canyon Conference Center
ATTN: Conference Name**

**ATTN: Vendor Name
45 Hillman Rd.**

**Baraboo, WI 53913**

* Exhibitor must contact conference guest services desk to request packages to be brought to exhibit area. Must have tracking number available upon request.
* **Outgoing shipments must meet the following requirements:
Properly sealed
Correct shipping label properly affixed to exterior of package
Must be dropped off at conference guest services desk**
* GCCC will arrange for parcel pickup, but will not be held responsible for shipping fees.

Other exhibitor policies

* All distributed food/beverage must be pre-approved or provided by GCCC
* Exhibit tear-down must be prompt upon conclusion of contracted times
* Exhibitor will be charged for all damages or excessive clean-up at conclusion of event
* All vehicles, forklifts and heavy equipment that may cause damage to GCCC flooring must be pre-approved before start of event. Vehicles may not have more than three gallons of fuel and the battery must be disconnected
* Deep fryers, electric griddles and open flames are not allowed
* Electrical outlets are made available per request for additional fees and may not be shared with other exhibitors
* Special electrical requests must be made a minimum of two weeks prior to event
* Exhibits, displays and materials may not block any marked fire exit doors, extinguishers or common area pathways
* Any display or usage of chemicals requires provision of MSDS sheet to GCCC
* Office supplies are not provided
* Copies/fax and other business services are available for fees
* Tape, nails, thumb tacks etc. are not permitted. Please inquire with conference guest services for assistance with hanging documents/banners. Appropriate fees will apply.
* Audio/visual needs must be submitted one week prior to event. Late additions may incur additional fees.