



SHIPPING & RECEIVING POLICY

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The Little Rock Convention and Visitors Bureau (LRCVB) is not equipped to handle receiving and shipping of exhibitor materials. Due to limited storage space and the number of groups the LRCVB works with each week, it is not possible for the LRCVB to receive large shipments of Organization materials more than several days in advance of your event. In the event materials are to be shipped to the LRCVB in advance of your function, please follow the instructions below:

1. Advance Approval

- Your Event Manager/Coordinator must be notified in advance that materials are being sent. The LRCVB must be informed of the quantity, arrival date and shipper at least 3 days prior to the delivery.

2. Labeling Requirements

- Every shipment must include:
 - Event Name
 - Exhibitor/Company Name
 - Booth Number
 - Contact Phone Number

3. Prepaid Shipments Only

- Collect shipments will not be accepted.

4. Receiving Window

- Shipments are accepted only for contracted events and during approved move-in periods, typically no more than 3 days prior to the first contracted day.
- Freight arriving before or after designated dates may be refused, returned, or subject to storage fees.

5. Material Handling

- All inbound and outbound freight may be subject to material handling (drayage) charges.

6. Storage

- The facility does not provide complimentary storage unless specifically stated in event service materials.

7. Liability

- The facility is not responsible for loss, theft, concealed damage, or items left unattended after delivery to booths.

8. Outbound Shipments

- Exhibitors are responsible for preparing bills of lading and arranging carrier pickup before published move-out deadlines.

9. Refused Shipments

- Unlabeled, damaged, hazardous, COD, or improperly documented shipments may be refused.

SHIPPING ADDRESS:

Statehouse Convention Center

C/O Event Name, Booth #, and Contact Name

#1 Statehouse Plaza

Little Rock, AR 72201

RECEIVING PRICING

Package Receiving

- Standard size box, 11 ½" W x 18" L x 10" H up to 20 lbs.: \$10
- Large/Oversized box -- Boxes larger and/or 20-50lbs.: \$20.00 each
- Large/Oversized box -- Boxes larger and/or 51-100lbs.: \$50.00 each
- Large/Oversized box -- Boxes larger and/or 101-150lbs.: \$75.00 each

Pallets / Freight

- Pallet: \$250.00 each
- All Crates \$100.00 each

Storage

- LRCVB will store properly sealed and labeled materials for up to three (3) days following your event.
- After 5 days: \$25 (per pallet / or box per day)

Special Handling

- Forklift move: \$75
- Oversized or uncrated freight: custom quote
- Oversized item (over 8 ft or 2,000 lbs): Custom quote
- Outbound shipment processing: \$25 per shipment