



## Vendor Shipping Information

### General Information

- Vendors are able to ship their items ahead of the event for storage to the Regional Office of Sustainable Tourism (ROOST) located on the first floor of the Conference Center at Lake Placid.
- Items cannot arrive earlier than 1 week prior to the event as there is limited space available for the storage of shipments.

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### Shipping

- Please affix the label provided below to your packages to ensure proper delivery to your booth/table.

### EVENT Shipment

**ATTN:**

ROOST

2608 Main Street

Lake Placid, NY 12946

Onsite Contact Name: \_\_\_\_\_

Exhibitor Company Name: \_\_\_\_\_

Booth/Table #: \_\_\_\_\_

Event Name: SUNY TECHNOLOGY CONFERENCE

Box(es): \_\_\_\_\_ of \_\_\_\_\_



#### Upon Departure

- All Vendors are responsible for arranging and scheduling pickup of their materials via their preferred carrier (FedEx, UPS, DHL, USPS, etc.) via your online account or by phone. Drivers will not pick up if arrangements are not made.
- A shipping label must be affixed to the outside of all packages for arranged pickup
- All materials must be brought down to the Regional Office of Sustainable Tourism office for pick up, located on the first floor of the Conference Center at Lake Placid.

#### Pick Up Address

ROOST

2608 Main Street

Lake Placid, NY 12946

- There is a [UPS Store](#) located 2 miles from the Conference Center at Lake Placid for direct drop off.
- The Lake Placid Post office is located across the street from the Conference Center at Lake Placid for direct USPS shipping

*The Regional Office of Sustainable Tourism and/or the Conference Center at Lake Placid does not accept liability for equipment, goods or displays which arrive or fail to arrive at the facility. The Regional Office of Sustainable Tourism and/or the Conference Center at Lake Placid will not be responsible for damage to materials improperly packed, concealed damage, loss or theft of materials prior to or after delivery. The shipper is encouraged to make arrangements for loss or damage with its insurance carrier.*