



## 2018 BCCE Exhibitor and Poster Session Shipping Instructions

### Shipping to Campus:

All items must arrive to campus by **Wednesday July 25**. When shipping items to campus for the Exhibits or Poster Sessions, use the address listed below:

Univ. of Notre Dame  
Biennial Conference on Chemical Education, **Booth #**  
Central Receiving  
100 Mason Services Bldg.  
Notre Dame, IN 46556

Items will be transported to the Exhibit and Poster Session Ballroom on Sunday July 29 for set-up.

### Shipping from Campus:

All items must be packaged and have pre-printed labeled by **Tuesday July 31 at 5:00pm** ready to go. There will be a designated area to leave your items so they can be shipped out. All items must be shipped through FedEx or UPS.

It is **your** responsibility to call FedEx or UPS to arrange for a pick-up. FedEx or UPS should be scheduled to pick-up on Wednesday August 1<sup>st</sup> between 8am - 5pm.

The address for pick-up is:

Univ. of Notre Dame  
**Duncan Student Center**  
Notre Dame, IN 46556

Dock Manager #: 574-631-1777 for outgoing package information.