



# Package & Freight Delivery Information

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For smooth delivery, all packages delivered to the PA Farm Show Complex & Expo Center must include:

- **FULL Name of Show**
- **Contact Person**
- **Booth Number**
- **Contact Phone Number**
- **Return Address**

## **Package Delivery Procedure Information:**

1. All shipments will be delivered to the Security Desk, located in the Cameron Street Lobby.
2. Delivery personnel will deliver the package to the Security Desk, where the Security Officer will sign for the package.
3. Upon receipt of the package, the Security Officer will log the delivery on the PARCEL DELIVERY LOG and fill out a PARCEL DELIVERY CARD indicating the date and time the package was delivered and will sign the card.
4. Complex Personnel will then notify the Exhibitor or the Livestock/Event Office that a shipment has been received at the Security Desk by delivering the PARCEL DELIVERY CARD to the Exhibitor's booth or the Livestock/Event Office.
5. Exhibitors or Livestock/Event Office must then report to the Security Desk with the PARCEL DELIVERY CARD to the Security Officer and then sign and date the card to show they received the package.

**Please note: No freight may be delivered to the Complex prior to date agreed upon in contract with the Event Promoter.**