

LUG Con Vendor Advanced Shipping Guide

LUG Con offers complimentary advanced shipment receiving for approved out-of-town vendors who wish to pre-ship merchandise, booth materials, displays, or supplies prior to the event.

This service is provided free of charge as a convenience to vendors; however, warehouse space is limited and all shipments must be approved in advance.

Shipping Address

All approved shipments must be addressed as follows:

ATTN: LUG Con – Booth #[Your Booth Number]

3333 Buford Drive, VC05

Buford, GA 30519

Including your booth number is required to ensure your shipment is properly identified and delivered to the correct location.

Shipment Window

Approved shipments:

- **May arrive beginning August 15**
- **Must arrive no later than September 15**

These deadlines are necessary to allow adequate time for inventory handling, organization, and transportation to the convention venue.

Shipments arriving outside of this window may be refused and returned to sender at the vendor's expense.

Advance Approval Required

Before shipping any materials, vendors **must contact the Event Coordinator for approval** and provide:

- Vendor/business name
- Booth number
- Estimated number of boxes or pallets
- Carrier being used
- Estimated delivery date
- General description of contents

Because storage capacity is limited, LUG Con reserves the right to refuse or decline any shipment that has not been approved in advance.

Questions, approvals, and shipping coordination should be directed to the Event Coordinator.

Accepted Shipments

LUG CON can accept:

- Boxes and cartons
- Booth materials and displays
- Merchandise and inventory
- Palletized freight

All items must be securely packaged and suitable for commercial transport and storage.

Prohibited Items

LUG Con cannot accept shipments containing:

- Hazardous materials
- Flammable or combustible items
- Explosives or compressed gases
- Illegal or regulated substances
- Perishable goods
- Any item prohibited by carrier, venue, warehouse, or applicable law

LUG Con reserves the right to refuse any shipment deemed unsafe or inappropriate.

Delivery to Booth Spaces

LUG Con staff will make every reasonable effort to transport approved shipments directly to vendor booth spaces during vendor load-in on Wednesday **September 30**.

If circumstances prevent direct booth delivery, shipments will at minimum be made available at the venue loading dock for vendor pickup. A pallet jack will be available for vendors who require one.

Vendors are responsible for moving any remaining materials from the loading dock to their booth space if necessary.

Liability & Risk

While LUG Con will exercise reasonable care in handling vendor shipments, all advanced shipping and storage services are provided as a courtesy and at the vendor's own risk.

LUG Con, its staff, volunteers, venue partners, and affiliates:

- Assume no liability for loss, theft, delay, misdelivery, or damage to shipments or contents
- Are not responsible for damage occurring during transit, carrier handling, warehouse storage, loading, unloading, or on-site transport
- Do not insure vendor shipments or inventory

Vendors are strongly encouraged to:

- Properly insure all shipments
- Use sturdy commercial packaging
- Retain tracking information and shipping records
- Clearly label all packages

By utilizing this service, vendors acknowledge and accept these terms.

Additional Notes

- Space is limited and approvals are granted on a first-approved basis.
- Vendors are responsible for coordinating outbound shipping after the event.
- Unclaimed materials may be discarded after the conclusion of the event if no arrangements have been made.
- LUG Con reserves the right to modify or discontinue this service at any time.

For questions or shipping approval requests, please contact the Event Coordinator.