Exhibitor Shipping & Onsite Logistics

Below are the instructions for advance shipping, onsite pickup, load-in/load-out, and outbound shipping for exhibitors attending the SPUC Annual Conference at Seattle Children's Building Cure.

Advance Shipments (Required Notification)

If you plan to ship exhibit materials to the meeting site *before* the conference, **advance notice is required.**

Email carrier and tracking details to exhibits@societyhq.com and emily.rice@seattlechildrens.org

Shipping Address (Advance Packages)

Attn: SPUC Conference, Emily Rice
Seattle Children's Building Cure
1920 Terry Ave., Seattle, WA 98101
M/S: CURE-01

Required on all incoming labels:

- SCH Contact: Emily Rice, CME Program Manager
- Phone: 206-422-5668
- Email: emily.rice@seattlechildrens.org

Package Pick-Up Onsite

Advance shipments will be stored behind the SPUC registration/lobby area (conference entrance, not main building entrance).

Exhibitors must check in at the registration desk to retrieve their packages.

Driving In Materials (Load-In / Load-Out)

Carts

- Only **soft-wheeled carts** may pass through the Building Cure lobby.
- Soft-wheeled restaurant carts are available on the **1st and 2nd floor Catering Support spaces**.
- Flatbed carts are available in **Shipping & Receiving** near the loading dock.

Loading Dock Requirements
Deliveries that cannot be carried by hand **must** go through the loading dock. The lobby and parking garage **cannot** be used for unloading.

Location:
Building Cure Loading Dock
1024 Stewart St., Seattle

Entrance is mid-block on the *west side of the alley*.

Clearances:

- Lower entrance: **14.5 ft**
- Upper ramp: **10 ft**

Hours:

- Monday - Friday, **8:00 a.m. to 4:00 p.m.,** available on a first-come, first-served basis
- After-hours access: Press the **red Stenophon button** to contact Building Cure Security (staffed 24/7)

Note: The loading dock is for **load-in only**.

Outgoing Shipments

Building Cure has daily **FedEx pickups**.

Exhibitors are responsible for:

- Packing and sealing all outbound materials
- Attaching completed shipping labels
- Scheduling FedEx pickup as needed
- Taking outbound packages to the shipping and receiving area at Building Cure near the loading dock.

If using a different carrier, exhibitors must coordinate shipping directly with that provider.

Need Assistance?

Contact **exhibits@societyhq.com** and we will be happy to help.