

Freight Requirements

Shipping Instructions for Vendors

- ✓ All arrangements for delivery and pickup must be completed at least two weeks in advance of the event.
- ✓ Freight must not arrive more than 7 day in advance of the event nor remain longer than 3 days after an event.
- ✓ ALL deliveries **and** pickups must be **pre-paid** with **account numbers on preprinted labels** for packages/containers.
- ✓ All appropriate shipping papers (both incoming and out-going) must be completed and accompany the items to be shipped.

Please fill in the following information before shipping to or from events at LaSells Stewart Center. Send this information to the event sponsor who will then notify LSC and Campus Freight.

Event Information:

Event Date(s): _____	Event Number: _____	OSU Departments only. Index No. _____
Event Name: _____		
Sponsoring Group: _____		

Vendor Information:

Vendor's Company Name: _____

Address: _____

Street

Phone Number: _____

(Phone **MUST** be answered during business hours by a person for immediate contact.)

City _____ State _____ Zip _____

Vendor's Representative: _____ Cell Ph. Number: _____

Shipping to LSC:

The following boxes will be **delivered to** Oregon State University, Campus Freight

Number of Boxes	Size:
_____	Small (12'x15"x15")
_____	Medium (26" ³)
_____	Large (4'x4'x'4)

Date: _____

Time: _____

Shipping from LSC:

The following boxes will be **picked up from** Oregon State University, Campus Freight

Number of Boxes	Size:
_____	Small (12'x15"x15")
_____	Medium (26" ³)
_____	Large (4'x4'x'4)

Date: _____

Time: _____

Carrier: _____

Account # _____

ALL deliveries and pickups must be pre-paid with fully filled out shipping labels!

Deliver to or Pickup from:

Oregon State University

(Event Name)

c/o Campus Freight

644 SW 13th St

Corvallis, OR 97333-4238

Phone: 541-737-3102

Dave.Warneking@oregonstate.edu

The sponsoring group will fax a copy of this document to:

LSC 541-737-3187

and

OSU Freight 541-737-2170

Delivery & Pick-up Hours: 8 am – 12 noon

1 pm – 5 pm

Weekdays only.