



*Established 1994*

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## **METROPOLITAN PAVILION SHIPPING POLICY**

### **The Whole Bead Show New York Spring 2010**

- All packages must **arrive** at Metropolitan Pavilion on **Thursday, March 18<sup>th</sup>** (set-up day). Any merchant whose packages arrive before this date will be subject to handling fees (charged by the venue before boxes are released):

Up to 20lbs per box: \$7, per day, per box

20 to 40lbs per box: \$14 per day, per box

40lbs+ per box: \$21 per day, per box

*It is very important that you have your boxes arrive on the day of set-up because Metropolitan Pavilion does not have storage space.*

- All packages must be **out** of the ballroom on **Sunday, March 21<sup>st</sup>**. *Please note that you MAY NOT leave packages to be picked up at Metropolitan Pavilion after pack-up.* They simply do not have the space, and the ballroom must be clear for the next day's clients.

- All shipments must come to the loading dock. Address any boxes delivered to the venue this way:

Metropolitan Pavilion  
124 West 19<sup>th</sup> Street (loading dock)  
South Pavilion  
New York, NY 10011

- All boxes must include the following information as well:

*Merchant Name* - Whole Bead Show

1<sup>st</sup> floor

March 19-21, 2010

*Booth #*

# of box and total number of boxes (ie: Box 1 of 14)

Please contact Hayley at Metropolitan Pavilion (212-463-0200 x229) with any specific questions about this policy.

We leave you to decide what shipping method will work best for you. You may want to have your boxes shipped to your hotel and bring them with you on set-up day, you may use a shipping company that can guarantee these dates for you, or you may want to use a drayage company. The information for the drayage company recommended by Metropolitan Pavilion is as follows:

Tripp/Mixx  
Attn: Buzz  
(973) 247-7680  
<http://www.trippmixx.com/>