

## SMALL PACKAGE SHIPPING & RECEIVING

Can't fit everything into your suitcase?

Don't want to carry heavy boxes on the airplane?

Shipping and receiving services are available through the AAV Business Center.

### RECEIVING

Make arrangements for the Business Center to receive your small packages (under 150lbs each). Carriers can deliver packages directly to our counter where we will sign for it and hold it until you need it. Overnight storage space is also available but limited, so contact the Business Center early to ensure availability. #505.768.4549.

### RECEIVING & STORAGE COSTS

Receiving	\$5 per box
	\$10 per box oversize 50+ lbs.
Overnight Storage	\$5 per box, per night

### DELIVERY

Arrangement for booth or meeting room deliveries must be made in advance of package arrival. Packages without delivery arrangements can be picked up at the Business Center during posted hours.

\$10 delivery cost per trip

### OUTGOING SHIPMENTS

Outbound shipping is available for packages under 150lbs each. We have a wide variety of boxes and packing supplies available. UPS and FedEx are our preferred carriers with a daily pickup, Monday through Friday at 4:00pm. Packages received after that time will be shipped out the following business day. Saturday pickups can also be arranged.

#### Note

1. Alliance AV Business Center is not responsible for lost or damaged packages while in the shipping company's possession (UPS, FedEx, Etc.). Damages or missing packages will be noted upon arrival and the customer will be notified.
2. Alliance AV Business Center is not responsible for misdirected or intercepted packages. Your Carrier is responsible for insuring delivery to intended recipient.
3. Credit will not be given for packages received and not picked up. Unclaimed packages will be returned at senders expense. All fees will apply.

The  
Business  
Center

@ The Albuquerque  
Convention Center

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The Business Center

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