



22 E Fifth Street, Dayton, OH 45402

Phone:937-535-5308
exhibitorservices@daytonconvention.com

Package Storage Request

Company Name:

Booth #:

On-site Contact:

Show Date:

Phone:

Email:

Signature:

Rules and Regulations:

1. Payment for services must be received prior to the start of the event.
2. DCC will only receive and store packages. No packages will be opened by DCC Staff.
3. DCC will accept and store packages up to 50 LB at \$50 per package.
4. DCC will report any conditions of damaged package received to the owner immediately.
5. Owner of package will be responsible for shipping packages back out.

Number of Packages being stored

Contents of Packages

Size and Weight of Packages

Tracking Number

Carrier _____

Date shipped out

Expected Delivery Date

Ship To : Dayton Convention Center

ATTN: Security Desk
22 E 5th St
Dayton, Ohio 45402

Total amount due \$ _____

PAYMENT INFORMATION:

You will receive an Invoice by email to make an online payment by credit card.

**Mail a Check or Money Order
to Dayton Convention Center**

22 E 5th St
2nd Floor
Dayton, Ohio 45402