



SFPE22 ANNUAL CONFERENCE & EXPO

Detroit Marriott/Renaissance Center  
October 12-14, 2022



**PLEASE READ –  
IMPORTANT INFORMATION SHIPPING/SECURITY PROCEDURES**

**Important information regarding Inbound and Outbound Freight**

Due to tight security and the lack of adequate storage space at the Marriott Detroit Renaissance Center absolutely no direct shipments are permitted to this facility.

\*\*For shipments inadvertently delivered directly to the facility, a 30% (\$50 minimum) surcharge will apply. This surcharge is in addition to the Advance Freight Handling Rates.

**Inbound Freight**

Please make arrangements with your carrier to deliver all shipments to the CSS Advanced Receiving Warehouse. Advanced warehouse receiving will be available beginning September 1, 2022 through October 10, 2022.

Mark and consign all shipments as follows:

Company name & Booth Number  
C/O - Convention & Show Services, Inc.  
SFPE22 Annual Conference & Expo  
1250 John A. Papalas Dr.  
Lincoln Park, MI 48146

**Outbound Freight**

Carriers must pick up outbound freight from the show site address. A Bill of lading must be filled out at the service desk for all outgoing freight. Every box of outgoing freight should be clearly labeled with outbound shipping labels. Carriers must be checked in by 4:00 PM on Friday, October 14, 2022. The facility must be cleared by 6:00 PM.

**Show Site Address:**

Marriott Detroit Renaissance Center, Ontario Exhibit Hall  
400 Renaissance Center, Detroit, MI 48243

Please complete the appropriate shipping pages and return to [info@convshow.com](mailto:info@convshow.com)

If you have any questions regarding this procedure, please call the CSS Service center at 313-386-5555.