



*Inspiring students
to pursue careers in
science, math,
engineering, and
technology.*

SHIPPING INFORMATION AND REQUIREMENTS
for the
RIVERSIDE CONVENTION CENTER

STED
P.O. Box 21100
RIVERSIDE, CA 92516-1100
(951)898-3333
STEP@MYSCIENCEEDUCATION.COM

STEP 12
**THE 12TH ANNUAL CONGRESSIONAL CONFERENCE ON
SCIENCE & TECHNOLOGY EDUCATION**

PACKAGES

In the event you will be shipping material to the Riverside Convention Center prior to the function, please label the packages with your catering representative's name, name of your meeting and the date of your meeting. Notify your catering representative of the shipper's name and the arrival date.

Note: Any materials shipped and received prior to 48 hours or remaining 48 hours after your event will incur storage charges of \$50.00 per day.

Please mail all packages with the above information to:

Riverside Convention Center
3443 Orange Street
Riverside, CA 92501

If you have any questions relating to the Riverside Convention Center policy on shipping, please contact the Riverside Convention Center Event Coordinator,

Tammy McCoun
Catering/Sales Manager
Riverside Convention Center
3443 Orange Street
Riverside, CA. 92501
(951) 346-4715
(951) 222-4706 Fax

General questions relating to the exhibit set-up, tear-down, or other exhibitor requirements should be referred to the STEP Exhibit Coordinator, Meladee Stone, at (951) 273-5509.

SCIENCE AND TECHNOLOGY EDUCATION PARTNERSHIP
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