



- Pre-shipping Instructions:
 - Shipping address: Be sure to add the name of the person picking up the package and the name of the show.
 - 301 W 13th St
KCMO 64105
 - When the label for the package to come here is made, the option to make and print a return label is available through most carriers. This is the best way to make the shipping process easiest when the show closes. If the return label is already ready, just the handling fees will need to be paid.
- On-site instructions
 - When they pick up the package from the Business Center, guests will pay an incoming \$15 handling fee as well as an outgoing \$15 handling fee. The business center will print out a receipt that will need to be kept for when the package is dropped off. This will allow the guest to skip the line, drop the package and go!
 - The Business Center is located in the 2200 hallway
 - Hours of operation are:
Monday-Friday 8am-5pm
 - Contact information:
Carley McGinnis
cmcginnis@harvestkc.com
816-513-5651
- On-site New Shipments
 - We have boxes and shipping supplies in the Business Center.
 - A single file line will form at the desk so that we can prepare the shipment to be sent out. We can either use the Business Center account with the shipping service or the customer's account to prepare the label.
 - Please see the following list of items we cannot ship from the Business Center

DO NOT SHIP LIST:

- **Lighters:** contain flammable fluid
- **Cosmetics:** may contain flammable liquids
- **Electrical Equipment:** may contain powerful magnets or mercury in switches
- **Household Goods:** including paints, bleaches, spray cans under pressure and numerous other dangerous items
 - **Perfume:** may contain flammable liquids
- **Pharmaceuticals:** may include flammable liquids, radioactive medicines or other hazardous chemicals
- **Photographic Supplies:** could contain acids, corrosive materials, bleaches or poisonous materials
 - **Thermometers:** may contain mercury
- **Tool Boxes:** may contain explosives, compressed gasses, flammable adhesives, paint or corrosive liquid

Large furniture

Alcohol

Ammunition

Antiques (high value)

Artwork (original)

Beer

Bodily fluids

Coins/castings

Combustibles

Explosives/flammables

Guns

Live animals

Lottery tickets

Paper Money

Tobacco

Perishable goods