



SHIPPING & RECEIVING



1201 Wilson Blvd

Arlington, VA 22209 (Floor 29 & 30)
Entrance in between Lynn & Moore Street

General Guidelines

- No boxes, carts, cases or any items larger than carry-on luggage will be permitted through the lobby
- All deliveries must be dropped off between 9:00 AM and 5:00 PM
- Items may be received up to (3) business days prior to the event and may be help up to (3) days after the event.
- All pick ups must be schedule by the client or vendor
- Please provide Production Manager a list of all shipments & deliveries
- Any deliveries via messenger/private courier must be brought in via the building Loading Dock



Loading Dock

1730 N. Moore Street
Located in between the bus alley & upper garage parking entrance

Loading Dock Guidelines

- Open Monday – Friday, 7:00 AM – 7:00 PM
- **Freight use after this time will result in an additional charge**
- Freight access must be requested 72 hours in advance
- Certificate of Insurance (COI) is required for freight and loading dock access

Freight Elevator Specifications

- Depth: 100"
- Height: 102"
- Width: 82"

Please call one of the numbers below to schedule a pickup or report any missing/damaged packages.

FedEx: 1 (800) 463-3339

UPS: 1 (800) 742-5877

USPS: 1 (800) 275-8777

DHL: 1 (800) 225-5345

