



Convention Center Shipping Instructions

Any packages that are sent to The Riverhouse for pre-event storage must be sent in the

following manner:

1. Packages are only accepted during business hours 8am-5pm, Monday-Friday (excluding major holidays)
2. The package must be sent to attention of guest picking up the package on-site
3. Address labels must indicate group event name and date of event
4. The mailing address for the Riverhouse Convention Center:

Attn: Guest Name

Event Date:

Riverhouse on the Deschutes Convention Center

2850 NW Rippling River Court

Bend, Oregon 97703

Package Fees:

Packages sent more than three (3) days prior to the event will be subject to \$20 per package day storage fee. Pallets arriving more than (3) days prior to an event that are 500 pounds or less will be subject to a \$75.00 per pallet per day storage fee. Any pallets arriving more than three (3) days prior to the event of over 500 pounds will be subject to \$125 per pallet per day fee. The Riverhouse on the Deschutes does not own a fork lift so if pallets need to be loaded or unloaded a forklift will need to be provided by the party shipping the pallet. Guests are expected to pick up packages at the convention center office upon arrival, delivery requests will incur \$5 fee per package under 25 pounds