Deliveries/Freight Handling

The Rhode Island Convention Center does not accept any deliveries prior to the commencement of the contract term. Exhibitor Shipments and any shipments to be handled by the Approved Service Contractor should be shipped to their attention with the show name and booth number clearly written on the label. Shipments for meetings and other events without an Approved Service Contractor should be clearly labeled to the show manager with the show name and location in the building that the shipment is to go to. The mailing address of the Convention Center is:

Your Event/Contact Name
Event Manager Name
Event Location
Rhode Island Convention Center
One Sabin Street
Providence, Rhode Island 02903

All deliveries, that are not handled through an Approved Service Contractor, must be delivered to the loading dock and arranged through your Event Manager. Any deliveries made more than 2 days prior to contracted event date or without information regarding their show will be refused. Receiving charges are $7.00 per box or $25.00 per pallet. The shipper will be responsible for all associated costs.

Return shipments must be re-packed, labeled, and called in by the shipper. When the box is ready to be shipped, please contact your Event Manager. All packages are held on an unsecured dock for shipping and receiving. The Rhode Island Convention Center is not responsible for lost, damaged, or stolen boxes. All packages remaining after 5 days will be discarded.

Elevators/Escalators and Freight Handling

Under no circumstances are the passenger elevators or the escalators in the front of the building to be used for the transportation of exhibitor materials, freight, boxes or other large items. All freight should be brought in through the loading dock.

Entertainment and Speakers

The Rhode Island Convention Center shall have the right to approve all entertainers and acts to appear in the Event; no substitutions may be made without the prior consent of the Center. No person or persons will be permitted to address an audience in the Center unless prior approval is obtained from the Rhode Island Convention Center.

Floor Plans

A minimum of six (6) copies of floor plan, to the 16th scale, of the event MUST be submitted by an Approved Service Contractor to your Event Manager for submission to the State Fire Marshal. Plans should include the size and location of all aisles, service aisles, utility floor ports, fire extinguishers and hoses, exits, entrance units, exhibits, general service contractor's booths, food