

Villanova University
Shipping and Receiving Guidelines
for external groups at events on campus

RECEIVING -

All inbound shipments should arrive no sooner than 5 business days prior to the start of the event and during Mailroom hours of operation. Shipments require the following address format:

Villanova University
Attn: Group Name or Event Name
Box # ____ (if one previously assigned)
800 E. Lancaster Ave

Kennedy Hall Mailroom Hours: Academic Year
Mo-Fr: 8:30am-4:30pm, Sa: 10am-2pm

Kennedy Hall Mailroom Hours: Summer
starting 5/18/18

Villanova, PA 19085

Mo-Th: 8:30am-4:30pm, Fr: 8:30am-4pm

If possible, boxes should be clearly marked with the event date and campus location, but not within the space designated in the address format.

Individual packages cannot exceed 70lbs. If you have an item that weighs more than 70lbs, you must inform your campus contact person to coordinate receiving on the Villanova end. If University staff deliver to the event site, there can be a drayage fee.

UPS is preferred carrier, but we do accept all other carriers. We do not accept HAZMAT.

On-Campus Logistics -

- Material received can be held in Kennedy Hall Mailroom until the day of the event, when possible. Pick up must be during hours of operation.
- If not claimed by the Group, University staff can pick up at Kennedy Hall and deliver items to the event location.
- If University staff deliver to the event site, there can be a drayage fee. See your campus contact.

OUTBOUND SHIPPING – must be prepaid to a designated shipping company

Please make arrangements to have your outbound shipments packaged and moved to Kennedy Hall for a pick up. Materials cannot be left at the site of the meeting/event without approval from your campus contact who will arrange for drayage to Kennedy Hall Mailroom. *The University cannot assume responsibility for items left on site without an arrangement for drayage to Kennedy Hall.*

All outbound shipments are picked up by common carriers in Kennedy Hall at 3:00pm during normal hours of operation. If University staff deliver to Kennedy Hall, there can be a drayage fee. See your campus contact.

Villanova Mail Services contact information:

Joshua Hall, joshua.a.hall@villanova.edu, 610-519-4022 or mailservices@villanova.edu, 610-519-4492