Please have your items shipped and labeled as the following:

Wind Creek Bethlehem
Meeting/Event Name & Meeting Room:
Attention: Guest Name / Company Name
77 Wind Creek Boulevard
Bethlehem, PA 18015

All items shipped to Wind Creek must be labeled correctly with the above information, Wind Creek will not accept any packages outside of 1 week prior to the first day of the event start date. Any packages shipped prior will be charged a $250 handling/storage fee.

Please ensure at the end of your event, that items that need to be shipped back to another location, ***are packaged and labeled for ground pickups such as FedEx and UPS****.*
Wind Creek will not search inside packages for the labels.

The vendor is responsible to contact the freight company at the end of the event for the freight pickup.

All freight pickups must have Bill of Landing paperwork included with the pallet/pallets.
The freight company doing the pickup must be marked on the BOL.
Vendors are responsible to arrange for pickup of the freight within 48 hours of the end of event or incur a $250 handling/storage charge.

If it is multiple smaller cases being shipped as one freight pickup they must be palletized and wrapped. *We can provide empty pallets and wrap if requested.*

Receiving warehouse hours are M-F 6am-2pm. Any shipments received after hours will be delivered the next business day.

For questions on the shipping/delivery of items, please contact Warehouse Manager: Brian Fegley at Office: (484-777-7970 OR Cell: (484) 602-6013

NOTE: Please do NOT label items to be delivered to Wind Creek event center, all items must be addressed to Wind Creek Bethlehem