

MCC Shipping & Receiving can accept, store and deliver packages to your rental space. Available inbound delivery options include:

➤ **SHOW MANAGEMENT OR EXHIBITOR WITHOUT A DECORATOR**

ACCEPTANCE FEE

\$60 per 100 lbs (minimum charge of \$60 for any shipment under 100 lbs)

STORAGE FEE

\$40.00 per night

DELIVERY

Trips or deliveries to rental spaces will incur a \$40.00 per trip charge

FORKLIFT USE

Inbound deliveries requiring a forklift will incur an hourly labor charge of \$110.00 (1-hour minimum), plus any applicable trip charges.

➤ **OUTBOUND SERVICES FOR SHOW MANAGEMENT**

SHOW MANAGEMENT

Outbound services are available. Show management must wrap and package outbound deliveries and schedule courier service and pick-up from Exhibit Hall A dock. Labor fees will apply to transport outbound deliveries from rental spaces to Exhibit Hall A dock. Please coordinate outbound requests with your assigned Event Coordinator.

➤ **BILLING & PAYMENT INFORMATION**

SHOW MANAGEMENT

All inbound delivery charges will be applied and reflected on the show management master account

EXHIBITORS

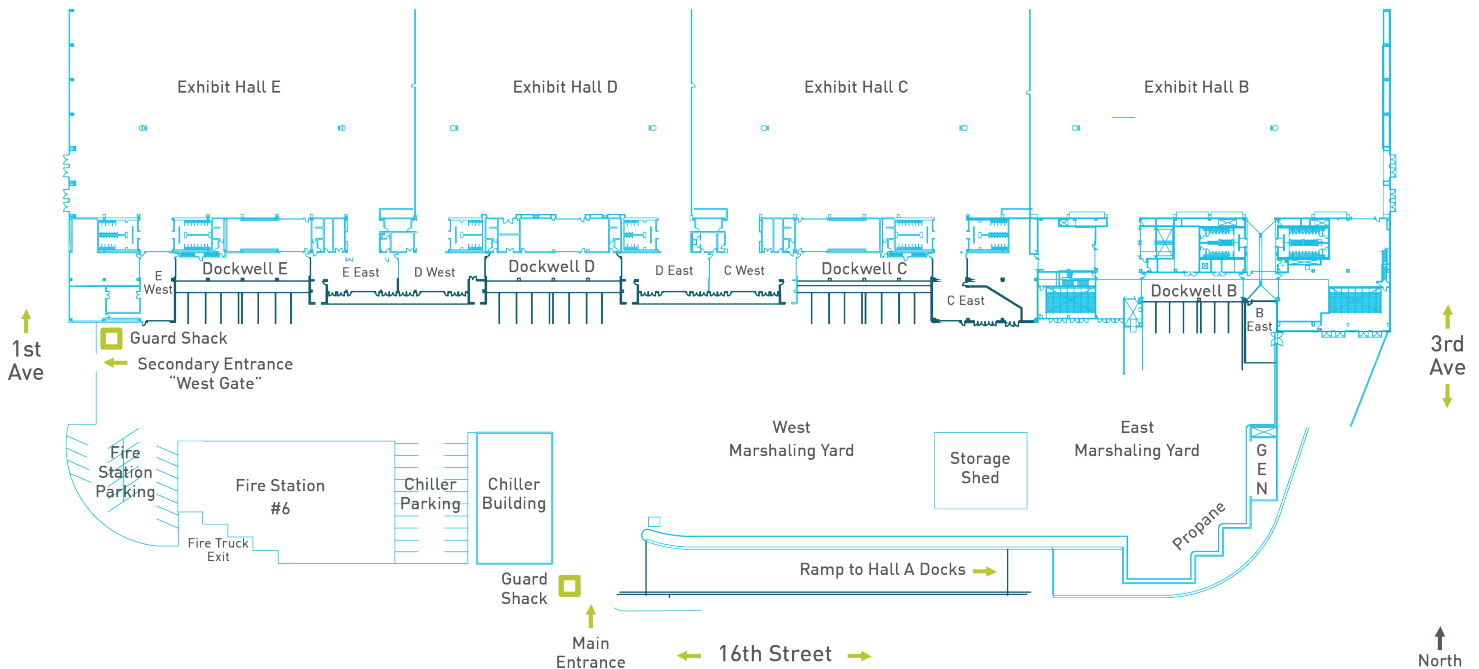
All inbound delivery charges must be made with a major credit card, and shipment(s) will not be released until payment has been made and confirmed through our Exhibitor Services department.

PROFORMA INVOICE

To calculate preliminary drayage costs, please email the projected shipment weight, storage days, and number of trips to MCCShippingReceiving@minneapolismn.gov. We will generate a proforma invoice for you to review.

➤ PACKAGING / LABELING

- Pack your materials properly in sturdy shipping crates or containers
- Label your shipments with the following information included:
 - Company Name
 - Name of the Event
 - Name of your assigned MCC Event Coordinator
- Shipments can be delivered to:
 - Minneapolis Convention Center
 - 1301 Second Avenue South, Minneapolis MN 55403
- Direct couriers to the marshaling yard guard shack located on 16th Street. Couriers must check in at the guard shack and will then be directed to the Hall A Dock, where shipments can be unloaded. Please reference the map for directions.



➤ GENERAL REMINDERS

SHOW MANAGEMENT

- Couriers must contact our 24/7 Security Command Center at **612-335-6040** when they arrive.
- Ensure all shipments are covered from departure to return. Your insurance company can add a rider to your policy.
- Notify your MCC Event Coordinator in advance of shipment logistics, including arrival dates, freight quantity and weight, and delivery locations.
- MCC is not responsible for unpacking and reloading freight and processing freight shipments.
- Shipments may not be accepted if they are not properly labeled.

➤ HOURS OF SERVICE

Shipments will be accepted **Monday - Friday: 8:00 am – 4:00 pm**