

# INBOUND DELIVERIES

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

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

**ACCEPTANCE FEE**

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

**STORAGE FEES**

- \$40.00 per night

**COMPLIMENTARY DELIVERY**

- One (1) complimentary trip to one (1) location for inbound deliveries under 100 lbs
- Additional trips or deliveries over 100 lbs will incur a \$40.00 per trip charge

**FORKLIFT USE**

- Inbound deliveries requiring a forklift will incur an hourly labor charge of \$103.00 (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**

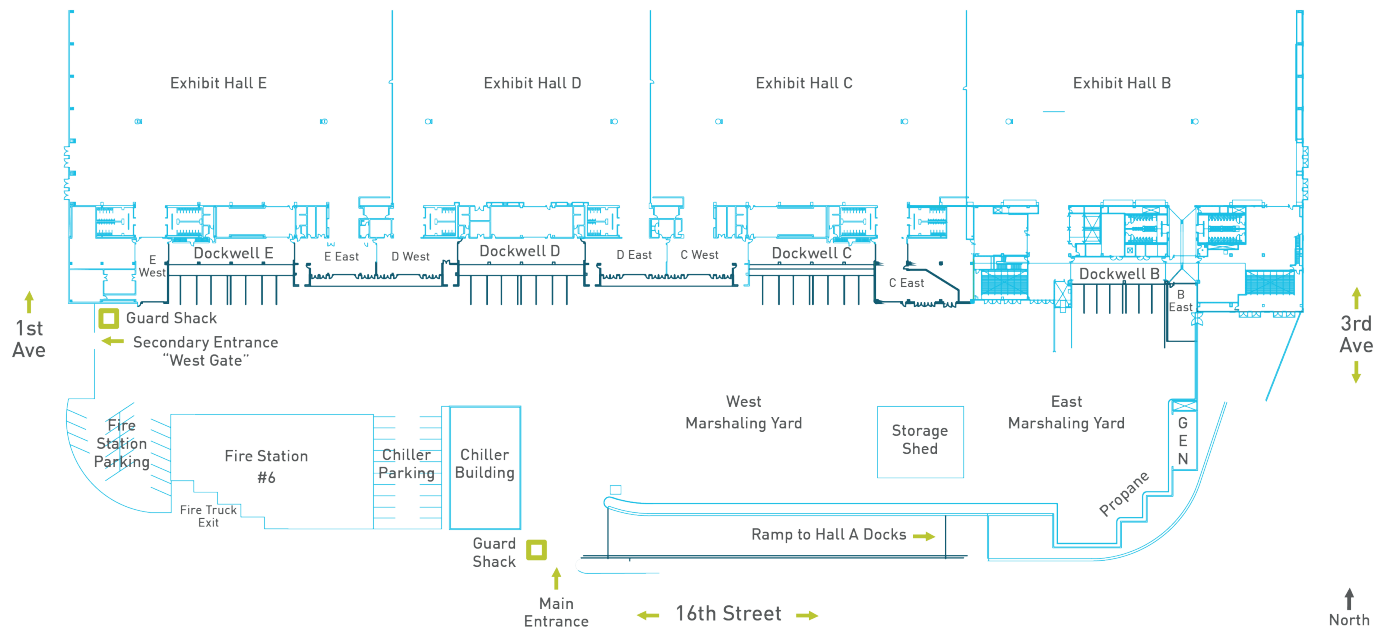
- All inbound delivery charges must be made with a major credit card, and shipment(s) will not be released until payment has been made and confirmed through our Exhibitor Services department.

**PROFORMA INVOICE**

- To calculate preliminary drayage costs, please email the projected shipment weight, storage days, and number of trips to [MCCShippingReceiving@minneapolismn.gov](mailto: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 our marshaling yard guard shack that is located on 16th Street. Couriers will need to check-in with our guard shack and will be directed to Hall A Dock where shipments can be unloaded. Please reference map.



## ➤ GENERAL REMINDERS

- 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 during these listed days and times

- Monday - Friday: 8:00 am – 4:00 pm