

SHIPPING SPECIFICATIONS

FOR ALL SHIPMENTS

The Minneapolis Convention Center **does not accept** exhibitor shipments for this event. Please use one of the below options if you need to ship anything for your booth.

SMALL SHIPMENTS

If you are shipping exhibiting materials in individual boxes or cases, please send them through your hotel. Contact your hotel directly to confirm they can receive your items and note any fees they may have. (For reference: Hilton charges a handling fee of \$10-25 for each box under 40 lbs and \$25 for each box 40 lbs and over.)

For return shipments of individual boxes or cases there is a UPS Business Center at the Minneapolis Convention Center, open until 5 PM on Wednesday.

INCOMING FREIGHT SHIPMENTS

If you have a **palletized** freight shipment that cannot be shipped to your hotel, you may ship it directly to the below address for a \$99 (per pallet) fee and the pallet will be placed at your booth when you arrive.

This option is **for pallets only**. All shipments to this address must be on a pallet. **Individual boxes or containers are not accepted** at this location. Please follow the guidelines below to avoid misplaced pallets:

1. Ship freight to arrive between Monday, January 13 – 27, 2020 (**not earlier or later**).
2. Label each pallet with the following information:
*Impact Mailing, South Dock Door 8
Attn: Conf for Pastors + Church Leaders 4600
Lyndale Ave North
Minneapolis, MN 55412*
3. Clearly label each side of the pallet with the shipment receiving labels.
4. Indicate the number of pallets you intend to ship on your application (\$99 per pallet roundtrip).

RETURNING FREIGHT SHIPMENTS

To ship your pallet back after the event please follow these guidelines:

1. Tear down begins at noon on Wednesday and pallets must be packed and wrapped securely by Wednesday at 1 PM for pick up.
2. Print your return shipping labels (included in this kit) and attach it to each side of the pallet.
3. Print your Bill of Lading and attach it to the pallet.
4. At the event, notify the event staff when your pallet is ready (before 1 PM). Our trucks will bring your pallet back to the warehouse to be picked up by your carrier.
5. Schedule the pallet pick up with your carrier for Thursday, February 6, 8 AM – 4 PM:
*Impact Mailing, South Dock Door 8
Attn: Conf for Pastors + Church Leaders
4600 Lyndale Ave North
Minneapolis, MN 55412*
6. Any shipments not picked up on Thursday, February 6 will incur a \$150/day charge.