

**NOTICE
TO
EXHIBITORS / VENDORS**

It is *your responsibility* (exhibitor/vendor) to arrange for the delivery and pick-up of materials and displays.

We have limited dock space and therefore are unable to hold your items any longer than 48 hours prior to your event. Also, all items must be moved out within 2 hours of the event end time. If you should need additional time, you will need the authorization of the Operations Manager.

It is *your responsibility* (exhibitor/vendor) to prepare items for shipment. Please do the following:

Package all items for shipping.

Clearly and accurately label all items.

Call shipping company.

Move items to the loading dock. (If you need assistance transporting items to the loading dock, please see the Crew Chief on duty or call the front desk.)

If you need assistance with shipping labels, please see the front desk as early as possible.

Fed Ex Telephone #: 1-800-463-3339

UPS Telephone #: 1-800-742-5877

Our address & phone number:

Earle Brown Heritage Center
6155 Earle Brown Drive
Brooklyn Center, MN 55429
763-569-6300