



Exhibitor Set Up & Shipping Information

**SHIP TO: InterContinental St. Paul Riverfront
C/O – “Receiving Guest Name” & “Co. Name – Exhibitor Name”
“Event Name”
11 Kellogg Blvd East
Saint Paul, MN 55101-1005**

Shipping Instructions:

- Inbound exhibit materials and equipment can be received up to 2 business days in advance of the exhibit set up date. All materials must be addressed to the exhibitor and the group name with booth number (if available).
- Packages may be requested for delivery to the exhibit space through the front desk.
- Drayage fees of \$5.00 per box or \$60.00 per pallet will apply and may be billed to a guestroom or charged to a credit card. The delivering staff will provide a receipt for drayage when packages are accepted at the exhibit space.
- Outbound exhibit materials and equipment must be shipped within 2 business days after the event. **Arrangements for materials to be picked up by courier or Freight Company is the responsibility of the exhibitor. (EXCEPTION OF FEDEX & UPS, HOTEL WILL CALL FOR PICK-UP FOR FEDEX & UPS)**
- Sealed packages may be left at the exhibit space at the end & all materials must be sealed with the shipping label clearly displayed.

Equipment Rental:

Power, audio visual equipment, and service is provided by PSAV Audio Visual. Please see separate form provided by your event group.