



Graduate Minneapolis

SHIPPING AND STORAGE INFORMATION

Shipping Address: Graduate Minneapolis
615 Washington Avenue S.E., Minneapolis, MN 55414

Shipping to the Hotel:

-Items shipped to the hotel can arrive two days prior to the start of the actual event. Items received earlier may incur additional charges. Boxes/pallets **MUST** be labeled clearly. Legibly mark, in waterproof print/label, on top and one side of each box/pallet: **COMPANY, EVENT AND YOUR NAME**; number of boxes shipped: (1 (box #) of 2 (total quantity of boxes you're shipping)).

-There is a \$4.00 per box handling/storage charge and a \$100.00 per pallet handling and storage charge for boxes/pallets shipped to the hotel.

Return Shipping from the Hotel:

FedEx:

-FedEx does not pick up automatically; they must be called ahead of time, either by the vendor/client or the hotel staff.

-For a FedEx express pickup, either the vendor/client can call in or the hotel receiving manager is available to call in before 1:00 pm for pickup later that day. (This only applies for Monday-Friday pickup.)

-For FedEx ground, it is next day service. (Call in is Monday-Friday, with pickup available on Saturday or Sunday.)

-For pickup on Saturday or Sunday, the cost will be an extra \$10.00 per box.

UPS:

--**UPS** does not pick up automatically; they must be called ahead of time, either by the vendor or client.

- If pick up is for a Saturday, UPS will need to be called ahead of time, either by the vendor/client. They do not do Sunday pickups.

-For pickup on Saturday, the cost will be an extra \$10.00 per box.

Additional notes:

-The hotel has a Business Center area with a computer and printer, available to all registered guests, if you wish to prepare your own labels or documents.

-Storage charges may be incurred for boxes or pallets stored for more than one day.

-If a vendor is bringing in their own equipment/boxes, they will be directed to use the hotel's loading dock and service elevator, not the guest elevators.