

## **Graduate Minneapolis**

### **SHIPPING AND STORAGE INFORMATION**

#### **Shipping Address:**

**Graduate Minneapolis  
615 Washington Avenue SE,  
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 \$5.00 per box handling/storage charge (up to first 5 boxes free) and a \$150.00 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 1:00pm 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 picks up every business day (Monday-Friday) between 3:00-3:30pm. If pickup is for a Saturday or Sunday, UPS will need to be called ahead of time, either by the vendor/client or the hotel staff.

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

#### **Additional notes:**

-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.