NOTICE TO
EXHIBITORS / VENDORS
Shipping & Handling Information

Receiving:

- It is *your responsibility* (exhibitor/vendor) to arrange for the delivery of materials and displays.
- The Heritage Center can receive packages between 7:30am – 4:00pm, Monday – Friday.
- Deliveries must be clearly labeled with the following information:
  - **Guest/Recipient's Name:** *(Person who will ask for & pickup the package.)*
  - **Exhibitor/Company Name:**
  - **Booth/Table #:**
  - **Conference/Event Name:**
  - **Mailing Address:** 6155 Earle Brown Drive
    Brooklyn Center, MN 55430
    Box # _____ of # _____
- Heritage Center cannot assume responsibility for storage of boxes received more than (3) business days prior to the Groups meeting, event or program.
- Heritage Center does not accept liability for equipment, goods, displays or other materials that arrive or fail to arrive at the Center. The sender is responsible for insuring its property for loss or damage. All packages must be clearly marked with a return address.
- Packages can be retrieved by contacting our Operations Team by dialing 763-569-6318. When calling, please let our team know where you would like your packages delivered.
- All unpacking, booth setup, trash removal and storage of boxes is the responsibility of the individual exhibitor or group.
- NO CASH ON DELIVERY PACKAGES WILL BE ACCEPTED.

Outgoing Shipping:

- It is *your responsibility* (exhibitor/vendor) to arrange & prepare for the pick-up of materials and displays.
- The Heritage Center is open for outgoing shipments to be picked up between 7:30am – 4:00pm, Monday – Friday.
- All packages must be clearly labeled with pre-paid shipping labels and brought to the Loading Dock for outgoing shipments.
- Heritage Center cannot arrange UPS or FedEx pickups on your behalf.

FedEx Telephone #: 1-800-463-3339

UPS Telephone #: 1-800-742-5877

Our address & phone number:

Heritage Center of Brooklyn Center
6155 Earle Brown Drive
Brooklyn Center, MN 55430
763-569-6300

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