



**Municipal Clerks & Finance Officers (MCFOA)
St. Cloud River's Edge Convention Center
March 20-22, 2024**

DRAYAGE INFORMATION & SHIPPING INSTRUCTIONS

Cenaiko Expo has been contracted to handle all Advance Warehouse and Material Handling needs for the MCFOA Conference at the St. Cloud River's Edge Convention Center on March 20-22, 2024. Attached is the order/payment form needed for the services we provide. Please read through them and feel free to contact Hilary at 763-755-8111 if you have any questions.

- Freight should be scheduled to arrive at the Advance Warehouse no later than Thursday March 15th which is 3 business days prior to booth set-up on Wednesday March 20th.
- **The attached Shipping & Material Handling Order Form must be completed in full and received by Cenaiko Expo PRIOR to delivery of freight.** If you do not submit paperwork in advance, you have incomplete shipping labels or late deliveries, it can result in delayed/refused shipments or additional fees. We ask that this form be emailed to us at shipping@cenaikoexpo.com prior to, or immediately upon shipping of your freight.
- Advance Warehouse freight should be labeled and shipped to the following address:
TO: (Name of Company Exhibiting and Booth #)
FOR: (MCFOA)
C/O: Cenaiko Expo
9697 East River Road
Coon Rapids, MN 55433
- Shipments consigned directly to the conference site **must not arrive prior to Tuesday March 19th!**
Label shipments as follows:
TO: (Name of Company Exhibiting and Booth #)
FOR: (MCFOA)
C/O: Cenaiko Expo/River's Edge Convention Center
10 – 4th Avenue S.
St. Cloud, MN 56301
- Outbound shipments from the show must be labeled and ready for pick-up; we are not responsible for unlabeled shipments left in booth by the exhibitor. Where carriers fail to pick up shipments, Cenaiko Expo reserves the right to re-route such shipments to the Cenaiko warehouse; exhibitor will be charged accordingly for this service.
- Your large Freight must be properly packaged on usable pallets. The packages/pallets must not exceed 82" tall or wider than 68". Packages/Pallets bigger than that will not fit through loading dock doors.

All forms need to be completed with pre-payment information and submitted to Cenaiko Expo for freight to be handled. We look forward to working with you and appreciate your business!

Hilary Dahlen
Cenaiko Expo
763-755-8111