

SHIPMENT OF FREIGHT/ VENDOR INFORMATION

SHIPMENT TO THE HOTEL:

Storage for your advanced boxes/convention supplies is limited and the Crowne Plaza Aire will begin to accept freight 2 work days before the start of a conference or meeting. Any items sent to us before that time will be sent back to the shipper. Any items left become the Hotel property after 2 days. The following label information is required:

Crowne Plaza Aire 3 Appletree Square Bloomington, MN 55425

HOLD FOR: Name of conference or meeting

Dates

Name of Company

ATTENTION: Name of on-site company representative that will be accepting the freight

PACKAGES:

Any materials shipped to the hotel may not arrive earlier than two (2) days prior to your event, and must be removed from the hotel premises within two (2) days after your event. All materials must bear the name of the group and be addressed to the "ON SITE GROUP CONTACT NAME" with the date of event. Shipping charges must be prearranged and paid for by the company. The hotel does NOT accept on a "COD" basis. The hotel does not bill shipping charges to master accounts.

Package Handling Fees for this service will be applied to the master accounts and are as follows. The Crowne Plaza Aire will not be held responsible to move exhibitors/planners material in/out of the hotel:

Packages/Boxes/Envelopes
Pallet
\$5.00 per unit
\$50.00 per pallet

If shipping out, company is required to pack, tape, and have pre-paid shipping labels taped on boxes. Notify the banquet department you called for pickup.

NOTE: FedEx and UPS does not make regular stops to hotel, therefore onsite contact is required to call for pick up.

VENDOR/MEETING PLANNER Display Information:

Your exhibitors/onsite planners must be advised they cannot use scotch/duct tape, paste, thumbtacks nail or otherwise affix signs or posters to the walls.

If any signs or posters are leaned on walls, they must be properly padded so as to not cause damage. Please check with management with any questions. Masking/painters tape works well on wall surfaces. No signs will be hung from sprinkler heads, chandeliers, vents, or projection screens.

The Crowne Plaza Aire will not be held responsible to move exhibitors/planners material in/out of the hotel. The hotel lobby floor is marble, you cannot roll heavy equipment or materials over this floor. Standard pop-up displays and luggage on wheels are okay.

If any damage is caused to the hotel property accidentally or otherwise, the exhibitor/planner or company will be billed for the full cost of damage.