



**MN School Nutrition  
River's Edge Convention Center  
August 8, 2023**

**DRAYAGE INFORMATION & SHIPPING INSTRUCTIONS**

Cenaiko Expo has been contracted to handle all Advance Warehouse and Material Handling needs for the MN School Nutrition Show at the River's Edge Convention Center on August 8<sup>th</sup>, 2023. Attached is the order/payment form needed for the services we provide. Please read through them and feel free to contact Cindi or Steve at 320-774-1413 if you have any questions.

- Freight should be scheduled to arrive at the Advance Warehouse no later than Thursday, August 3<sup>rd</sup> which is 3 business days prior to booth set-up on Monday, August 7<sup>th</sup>.
- **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](mailto: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:** (#4464 MN School Nutrition)  
**C/O:** Cenaiko Expo  
9697 East River Road  
Coon Rapids, MN 55433
- Shipments consigned directly to the conference site ***must not arrive prior to Monday, August 7<sup>th</sup>.*** Label shipments as follows:  
**TO:** (Name of Company Exhibiting and Booth #)  
**FOR:** (#4464 MN School Nutrition)  
**C/O:** Cenaiko Expo/River's Edge Convention Center  
10 - 4<sup>th</sup> Avenue South  
St. Cloud, MN 56301
- All large freight must be properly packaged on usable pallets and arrive on a dock height truck. ***Packages/pallets must not exceed 82" tall or 68" wide.*** Packages/pallets larger than that will not fit through loading dock doors and will incur additional handling fees.
- 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.

**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!**