**2023 Co+nvergence Vendor Showcase**

**Product Shipping Instructions – Ambient temperature products**

These instructions are provided to assist Vendors with advance shipment of “ambient” products for NCG’s Co+nvergence Vendor Showcase being held on Friday, August 4th from 12pm-5:30pm at the RiverCentre in Saint Paul, MN. Ambient products *do not* require refrigeration, frozen storage, or storage in a temperature-controlled environment. If your products need refrigeration, frozen storage, or to be kept in a temperature-controlled environment (e.g. chocolate) please see the shipping instructions for “Perishables Products” posted at on the home page of [Partner Connection](https://partnerconnection.ncg.coop/login).

NCG has contracted with Chrome Expo Services to arrange for receipt of advance shipments of ambient products, supplies, marketing materials, and swag, storage of these shipments, and transportation of shipments to the RiverCentre and placement at the Vendor’s assigned table. Exhibiting Vendors are not required to use Chrom Expo Services and may opt to make their own arrangements for shipment and storage prior to the Vendor Showcase.

**Important Dates:**

|  |  |
| --- | --- |
| Chrom Expo Services starts receiving Co+nvergence advance shipments | **Sat. July 1, 2023** |
| Last date for receipt of advance shipments at Chrom Expo Services | **Fri. July 28, 2023** |
| Vendor move-in, 8:00am – 11:00am | **Fri. August 4, 2023** |
| Vendor Showcase, 12:00pm – 5:30pm | **Fri. August 4, 2023** |
| Vendor move out, starting at 5:30pm | **Fri. August 4, 2023** |
| Deadline for checking in outbound shipments, 6:30pm | **Fri. August 4, 2023** |

**Shipping information:**

Vendors may arrange to ship products, marketing materials, swag items, and supplies prior to the Vendor Showcase for use day of show for a fee. Vendors that opt to use Chrom will be billed by NCG subject to the fee schedule included in the Co+nvergence Sponsor Contract Terms and Conditions. All shipments must include the shipping labels below. NCG will provide the assigned table # to each Vendor the week of June 19, 2023. Vendor should ship products to arrive between July 1, 2023 and July 28, 2023 to:

To: [Exhibiting Vendor Name]/[Table #]

For: Co+nvergence

C/O YRC

12400 Dupont Avenue South

Burnsville, MN 55337

Receiving hours for all Co+nvergence shipments are Mon-Fri between 8:00am and 4:30pm, Mon-Fri starting Saturday, July 1, 2023 and ending Friday, July 28, 2023. Any shipments received:

* before July 1 or after July 28, 2023
* between July 1 and July 28th, 2023 before 8:00am or after 4:30pm Mon-Fri
* anytime on weekends or holidays

are subject to additional freight charges and/or courier charges as applicable.

Chrom Expo Services is not responsible for shipments that are not properly labeled.

**Contact:** Eric Brahms, 612.328.6586, erc.brahms@chromexpo.com

**Please affix one of the shipping labels below to each package in your shipment:**

**Co+nvergence**

**Ambient Products Advance Shipment**

**To:** C/O YRC

12400 Dupont Avenue South

Burnsville, MN 55337

**Exhibiting Company Name:**

**Table Number:**

**Piece #: of pieces**

**ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS. Chrom Expo Services WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED PROPERLY.**

**Co+nvergence**

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