**2023 Co+nvergence Vendor Showcase**

**Product Shipping Instructions – Perishable products**

These instructions are provided to assist Vendors with advance shipment of “perishable” 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. Perishable products are defined as products requiring refrigeration, frozen storage, or a cool holding temp of 65-70 degrees (e.g. chocolate). Products that do not need refrigeration, frozen storage, or to be kept in a temperature-controlled environment should be shipped using instructions for “Ambient Products” posted at on the home page of [Partner Connection](https://partnerconnection.ncg.coop/login).

NCG has contracted with Co-op Partners Warehouse (CPW) to arrange for receipt of advance shipments of perishable 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. Items will be stored in the temp zone selected on the shipping label. Vendors are not required to use CPW and may opt to make their own arrangements for shipment and storage prior to the Vendor Showcase.

**Important Dates:**

|  |  |
| --- | --- |
| CPW starts receiving Co+nvergence perishables advance shipments | **Mon. July 24, 2023** |
| Last date for receipt of perishables advance shipments at CPW  | **Tues. Aug 1, 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. Vendors that opt to use CPW will be billed by NCG subject to the fee schedule included in the Co+nvergence Sponsor Contract Terms and Conditions. NCG will provide the assigned table # to each Vendor the week of June 19, 2023. Vendor should ship products to arrive between July 24, 2023 and Aug 1, 2023 to:

To: Exhibiting Vendor Name/Table #

For: Co+nvergence

Temperature zone: Indicate which temp. zone product should be stored in: Refrigerated/Frozen/Cool

C/O Co-op Partners Warehouse

744 Vandalia Street

Saint Paul, MN 55114

Vendor must use the shipping labels provided below. Receiving hours are Mon-Fri between 7:00am and 3:00pm, and Sat/Sun between 8:00am and 1:00pm. Deliveries are not accepted outside of receiving hours. All products must be delivered to the receiving dock which is clearly marked on the exterior of the building. Any shipments received before July 24 or after Aug 1, 2023 or between July 24 and Aug 1, 2023 but outside of receiving hours are subject to additional freight charges and/or courier charges as applicable. CPW is not responsible for shipments that are not properly labeled.

**Contacts:** Alex Kollman Alex.Kollman@cpw.coop 651-644-7000

Sean Fulton sean.fulton@cpw.coop 651-644-7000

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

**Co+nvergence**

**Perishable Products Advance Shipment**

**To:** C/O Co-op Partners Warehouse

744 Vandalia Street

St. Paul, MN 55114

Storage Zone (circle one): Cool Refrigerated Frozen

**Exhibiting Company Name:**

**Table Number:**

**Piece #: of pieces**

**ALL GOODS AND MATERIALS MUST BE LABELED USING LARGE LETTERS. CPW and Chrom Expo Services WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED PROPERLY.**

**Co+nvergence**

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