



**Municipal Clerks & Finance Officers (MCFOA)
River's Edge Convention Center
March 22-24, 2022**

DRAYAGE INFORMATION & SHIPPING INSTRUCTIONS

Cenaiko Expo has been contracted to handle all Advance Warehouse and Material Handling needs for the MCFOA Annual Conference at the River's Edge Convention Center on Thursday, March 24th, 2022. 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 Wednesday, March 16th which is 3 business days prior to booth set-up on Tuesday, March 22nd.
- **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: (#4347 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 22nd!** Label shipments as follows:
TO: (Name of Company Exhibiting and Booth #)
FOR: (#4347 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.

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!

Cindi or Steve
Cenaiko Expo - North
320-774-1413

Hilary or Gabe
Cenaiko Expo - Coon Rapids Warehouse
763-755-8111