



**MN Rural Water Association  
River's Edge Convention Center  
March 1<sup>st</sup>, 2022**

**DRAYAGE INFORMATION & SHIPPING INSTRUCTIONS**

Cenaiko Expo has been contracted to handle all Advance Warehouse and Material Handling needs for the MN Rural Water Association at the River's Edge Convention Center on Tuesday, March 1<sup>st</sup>, 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, February 23<sup>rd</sup> which is 3 business days prior to booth set-up on Monday, February 28<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:** (#4332 MN Rural Water Association)  
**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, February 8<sup>th</sup>!** Label shipments as follows:  
**TO:** (Name of Company Exhibiting and Booth #)  
**FOR:** (#4332 MN Rural Water Association)  
**C/O:** Cenaiko Expo/River's Edge Convention Center  
10 - 4<sup>th</sup> 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