



## Vendor and Exhibitor SHIPPING Information

Below you will find the specifications for all vendors and exhibitors taking part in events held in the Meeting and Events Center at MGM Grand Detroit. We ask that you please read the following information carefully to ensure that the execution of all events goes as smoothly as possible. Please feel free to contact the Conference Service Manger handling your event should you have any questions: Andrea Crawford– acrawford@det.mgmgrand.com

### SHIPPING MATERIALS:

Inbound:

Hotel will accept most packages and freight up to seven (7) days prior to arrival. Handling fees will apply for all incoming and outgoing shipments. For accuracy in shipping your material, please use the following shipping information:

MGM Grand Detroit – Meetings and Events  
Attention: Andrea Crawford  
RE: CUES Future Summit February 3-7, 2019 1777  
Third Street  
Detroit, MI 48226  
Hold For: Insert Guest/Company Name    Box: # of #

The Hotel Sales and Catering Departments must be notified of any incoming packages and freight at least seven (7) days prior to the arrival of the shipment. Please email or fax the Conference Service Manger handling your event all tracking numbers for boxes shipped to the hotel prior to arrival.

### SHIPPING AND RECEIVING HANDLING FEES:

Applicable fees are the responsibility of the individual exhibitor. These fees may be applied to the exhibitors' individual guestroom if applicable. If they are not a hotel guest, a credit card authorization form must be completed for shipping fees. A copy of this form can be found on the second page of this document.

All Vendor Booths and Boxes shipped ahead of time will be delivered to Exhibit Area prior to event. Please be sure that your onsite representative has accurate tracking numbers to verify delivery.

MGM Grand Detroit is not responsible for assembly or teardown of vendor materials including, but not limited to booths and/or table top displays.

Outbound:

Vendors are responsible for their own shipping labels/postage for all boxes to be shipped out after event. Shipping labels/postage must be adhered to the all boxes by vendors/exhibitors. No shipping or packing materials will be provided by MGM. Outgoing parcels must be delivered to the designated conference drop-off location no later than 1:30 p.m. for same day shipping.

If boxes have been arranged for pick up by SPECIALTY COURIER SERVICE details must be pre-arranged with Conference Service Manger handling your event to ensure packages are available in the accurate location at time of pickup. Additionally, CLEAR instructions must be taped to all boxes indicating where and when pick-up will take place.

Please note the Hotel Receiving Department is closed on Sundays.