Vendor/ Exhibitor Shipping Instructions

1500 Park Place Blvd. Minneapolis, MN 55416

Shipping to the DoubleTree:
- Please ship all boxes to the hotel using the information provided below.
- The bottom half of this page serves as a label to make sure all packages are delivered to the correct location.
- Packages delivered to the hotel will be placed at each vendor/booth prior to exhibitor set up. Those boxes that cannot be identified with the below label will remain in the dock until requested and claimed by the addressee.
- All shipping and tracking of packages is the responsibility of the vendor/client.

Shipping from the DoubleTree:
- Outgoing packages require a pre-paid shipping label and a pick up scheduled by the appropriate carrier. All forms must be properly filled out and attached to the package for pick up.
- Packages that are boxed, taped and have a pre-paid shipping label can be placed at the vendor/booth for the hotel to move back to the loading dock for carrier pick up.
- The DoubleTree by Hilton Minneapolis Park Place does not have a shipping business center on site and any shipping needs will need to be prearranged ahead of time or scheduled online.
- The vendor/client is responsible for making sure the package is properly boxed, taped and prepared for return shipment. It is not the hotel’s responsibility to prepare any packages for shipment. If you do not have the necessary shipping boxes or packaging equipment the hotel can direct you to the nearest shipping location (FedEx Office, UPS Store or Office Max) for assistance.
- Please include a contact name and number so the hotel can contact someone if packages have not been picked up by the carrier.

Doubletree by Hilton Minneapolis – Park Place

Hold For: Event/ Client Name – Event Date

Contact number

Attn: Booth #/ Name

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Minneapolis, MN 55416