2024 EXHIBITOR Information Kit

BUILDING BRIDGES
MINNEAPOLIS • MN

ELUNA ANNUAL CONFERENCE
MAY 14-17, 2024

fb.com/groups/eluna-group www.el-una.org
On Site Logistics

VENUE

The 20th Annual Meeting is at the Minneapolis Hilton, 1001 S Marquette Ave, Minneapolis, MN 55403. The planning committee has secured great rates for attendees (expires April 15, 2024).

EVENT DATES:
Developers Day: May 13-14, 2024
Annual Meeting: May 14-17, 2024

SPONSOR LOCATION
Third Level - Prefunction Area

EXHIBITOR TIMES
Wednesday/Thursday: May 15-16: 9am-6pm
Friday: May 17: 9am-12pm

SETUP/DISMANTLE TIMELINE
Setup on Tuesday: May 14, 2024, 1pm-5pm
Breakdown on Friday: May 17, 2024, 12pm-4pm

INCLUDED BY ELUNA
• Standard 6’ table with draping
• Facility provided track lighting
• Two chairs
• Power strip
• Wi-Fi
• Waste basket

SPONSOR LOCATION & SHIPPING/RECEIVING INFORMATION
See pages 3-5 for floorplans and detailed instructions from the hotel.

Questions? Contact Laura Morse: sponsors.eluna@gmail.com
Exhibitor Space Layout

EVENT LOCATION
MINNEAPOLIS HILTON - THIRD LEVEL

SPONSOR LOCATION
PREFUNCTION AREA

FLOOR MAP KEY
- Meeting/Conference Rooms
- Amenities
- Public Space
- Private
- Outdoor Space
- Stairs and Escalators
- Elevators
THE UPS STORE - MINNEAPOLIS HILTON

The UPS Store is committed to providing you with an outstanding experience during your stay. All attendee and event packages being shipped to the store must follow the address label standards (illustrated below) to prevent package routing delays. We suggest that you do not send packages Early AM unless you work out arrangements ahead of time with The UPS Store. Please call or email to arrange Early AM deliveries. Additional fees apply. We ask that you please refrain from sending USPS shipments as times are solely estimates and not guaranteed. It is your responsibility to track your shipment. We do not contact you once your packages arrive.

REGULAR HOURS OF OPERATION
Monday – Friday 9am to 4pm*
*Additional hours can be arranged during conferences

612-376-1035
STORE7122@THEUPSSTORE.COM
THEUPSSTORELOCAL.COM/7122

PICKUP INSTRUCTIONS
Packages must be picked up directly from The UPS Store in the Minneapolis Hilton Hotel. We are located on the second floor next to the escalators. We do have a cart you may use to bring your items to the show location. The cart is available on a first-come first-serve basis and must be returned within 30 minutes. Customers not returning carts to The UPS Store will be assessed a replacement fee of $200. Carts are the property of The UPS Store and not the Minneapolis Hilton Hotel.

RECEIVING/INBOUND HANDLING & STORING CONDITIONS
Includes receiving, securing, and storage of items for up to 3 calendar days prior to package(s) being picked up. All packages are charged per package based on weight and size. Packages must be picked up directly from The UPS Store. Due to union labor laws, we are not able to deliver your items to the show booths within any halls or rooms. Packages not picked up within 3 calendar days will incur an additional storage fee per package per day based on original pricing specified.

OUTBOUND HANDLING CONDITIONS
Convention guests with prelabeled shipments – please be advised a handling fee will apply as detailed.

ADDRESS LABEL STANDARDS
Hold For Guest: (Guest Name)
c/o The UPS Store #7122
ELUNA Annual Meeting
1001 Marquette Ave, STE 208
Minneapolis, MN 55403

PARCEL INBOUND FEES

<table>
<thead>
<tr>
<th>STANDARD PACKAGES</th>
<th>UPS</th>
<th>FEDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overnight Letter</td>
<td>$5</td>
<td></td>
</tr>
<tr>
<td>1-10 LBS</td>
<td>$7</td>
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<tr>
<td>11-20 LBS</td>
<td>$15</td>
<td></td>
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<tr>
<td>HEAVY SHIPMENTS</td>
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<td>61-100 LBS</td>
<td>$60</td>
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<tr>
<td>101+ LBS</td>
<td>$80</td>
<td></td>
</tr>
<tr>
<td>PALLETS/CRATE</td>
<td>$250</td>
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</table>

PARCEL OUTBOUND FEES

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Incoming Shipment Form

The UPS Store will gladly receive packages on your behalf. Please complete this form and adhere to the shipping and pick up instructions detailed this form.

**THIS FORM MAY BE SUBMITTED PRIOR TO DELIVERY FOR ADVANCED NOTICE AND PAYMENT.**

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
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<tbody>
<tr>
<td>COMPANY / SENDERS NAME:</td>
<td>NAME OF EVENT:</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td>NUMBER OF PACKAGES BEING SHIPPED:</td>
</tr>
<tr>
<td>RECIPIENTS NAME:</td>
<td>ARRIVAL DATE:</td>
</tr>
<tr>
<td></td>
<td>PICK UP DATE:</td>
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<tr>
<td></td>
<td>AUTHORIZED RECIPIENT:</td>
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Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Cardholder Name ____________________________________________
Card Number _________________________________________________
CID Number __________
Expiration Date ______________

I authorize The UPS Store #7122 to charge the credit card indicated in this authorization form according to the terms outlined above. I understand that in the event my credit card is declined my shipment fees must be paid at pickup. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company. I understand giving false and/or inaccurate information may result in package not leaving and/or package abandonment.

SIGNATURE ______________________________________ DATE ____________________

**WITH ANY QUESTIONS, PLEASE CONTACT US DIRECTLY:**

THE UPS STORE, MPLS HILTON HOTEL, 1001 MARQUETTE AVE., STE A, MINNEAPOLIS, MN 55403
612-376-1035 | STORE7122@THEUPSSTORE.COM | THEUPSSTORELOCAL.COM/7122