



Co+nvergence Shipping Instructions

These instructions are provided to assist exhibitors with advance shipment of *show assets and shelf-stable* products for NCG's Co+nvergence Vendor Showcase being held on Wednesday, August 15th from 12:00pm to 5:00pm at Saint Paul RiverCentre in downtown St. Paul, Minn.

Show Assets and Shelf-Stable Product Shipping Instructions

Shelf-stable products are defined as products NOT requiring climate-controlled storage. All show assets should be shipped utilizing these instructions. **Any non-perishable items sent to Albert's are subject to the fee schedule as described below.**

To ship non-perishables items, you will need to access the Chrom Expo Services web portal. Please follow these steps:

1. Email Brad Allred to get credentials (if you haven't already received an email from him)
 - a. brad.allred@chromexpo.com
 - b. Brad Allred can answer any questions you have about freight handling
2. Log into the [Chrom Expo Services web portal](#)
3. Choose "Event Selection" in the upper right corner; select Co+nvergence; select your booth; click "Continue to Your Event"
4. In this portal, you will order freight services, and print shipping labels
5. Click "Order" in left column this order serves as a receiving reservation. There are two shipping rates:
 - a. Small packages, less than 30 pounds each, billed at \$75 each
 - b. Large shipments of 200 pounds or more, billed at \$125 per 100wt, minimum of 200 pounds
 - c. Chrom will bill based on actual number and weight of packages received
6. Print shipping labels, under Additional Information in the left column
 - a. Affix one of these labels to every individual carton or pallet shipped
7. When freight is received by the warehouse Chrom will email an invoice and payment options
8. For more information, see Shipping Instructions in the left column or contact Brad Allred

Perishable Product Shipping Instructions

Perishable products are defined as products requiring refrigeration, frozen storage or a cool holding temperature of 65-70 degrees (e.g., chocolate). **Products that do not need refrigeration, frozen storage or to be kept in a temperature-controlled environment (show assets, marketing materials, swag, etc.) should be shipped using instructions in the section above. Any such non-perishable items sent to Albert's are subject to the fee schedule as described above.**

NCG is working with UNFI's Prescott warehouse to arrange for receipt of advance shipments of perishable products, storage of these shipments and transportation of shipments to RiverCentre. Items will be stored in the temperature zone selected on the shipping label. Vendors are not required to use UNFI and may opt to make their own arrangements for shipment and storage prior to the Vendor Showcase.

Perishable Item Shipping Details

NCG will provide the assigned table number to each exhibitor the week of July 21st, 2025. Exhibitors should ship products to arrive between August 7th, and August 13th using the shipping labels provided below. Receiving hours for LTL freight are Monday - Friday between 4:30am and 11:00am. Deliveries are not accepted outside of receiving hours. All products must be delivered to the receiving dock, which is clearly marked on the exterior of the building. Any shipments received before August 7th, after August 13th, or outside of receiving hours are subject to additional freight charges and/or courier charges as applicable. UNFI is not responsible for shipments that are not properly labeled. **Please label your products clearly and boldly.** Product can also be shipped via FedEx, UPS, USPS or any other carriers but must be received between 4:30am and 12:00pm. Please send tracking information to [Steve Grundhauser](mailto:Steve.Grundhauser@ncg.coop).

After you have prepared your shipment, please email the following information to vendorshowcase@ncg.coop using the subject line "Perishable Shipment Info: [Brand Name]".

1. Carrier name
2. Number of packages
3. Tracking number for each package

Important Dates

Chrom Expo Services advance warehouse starts receiving Co+nvergence show assets and shelf stable product (NO PERISHABLE ITEMS)	Mon. July 14, 2025
UNFI Prescott starts receiving Co+nvergence perishables advance shipments (PERISHABLE ITEMS ONLY)	Thurs. August 7, 2025
Last date for receipt of show assets and shelf-stable product at Chrom Expo Service advance warehouse	Fri. August 8, 2025
Last date for receipt of perishables shipments at UNFI Prescott	Wed. August 13, 2025
Early exhibitor registration and set-up, 1:00pm - 4:00pm	Thurs. August 14, 2025
Chrom Expo Services distributes shipments received at advance warehouse	Thurs. August 14, 2025
Exhibitor registration and set-up, 8:00am - 1:30pm	Fri. August 15, 2025
Vendor Showcase, 12:00pm - 5:00pm	Fri. August 15, 2025
Exhibitor move out, starting at 5:05pm	Fri. August 15, 2025
Deadline for checking in outbound shipments, 6:00pm	Fri. August 15, 2025

Shipping Information

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Please affix one of the shipping labels below to each package in your shipment:

Co+nvergence PERISHABLES

To: **C/O Albert's Prescott**
1000 Eagle Ridge Drive
Prescott, WI 54021
Attn: Steve Grundhauser

Storage Zone: Cool Refrigerated Frozen

Exhibiting Company:

Name:

Booth Number:

Piece #: _____ of _____ pieces

ALL GOODS AND MATERIALS MUST BE LABELED IN LARGE PRINT.
Albert's or NCG will not be responsible for goods not labeled properly.

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