



MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL608 261-4000 FAX608 261-4049

Shipping Directions for Monona Terrace

IMPORTANT: Please be sure all of the boxes/materials you ship are clearly marked ***with your event name and event date***. The shipping address for Monona Terrace is “East Loading Dock- 1 John Nolen Drive, Madison WI 53703”. Monona Terrace will not accept materials more than 3 business days before the event. Monona Terrace staff will deliver your boxes or materials to the room the day of the event where it will be waiting for you upon your arrival.

Outbound shipping: Please make sure that you have the appropriate shipping labels attached to each item with payment for shipping. Monona Terrace staff will deliver your boxes or materials down to our loading dock to be shipped out. Monona Terrace is not responsible for payment for any outgoing shipments. Monona Terrace does not have a UPS account and is not able to call UPS for pickup. If you are shipping with UPS, you are responsible for calling UPS to pick up your shipment. UPS will not pick up your shipment if payment wasn't made to them.

Monona Terrace has FedEx forms on hand to fill out for shipping and can call FedEx for pickup.

Thank you for your cooperation.