



MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-4049

Outgoing Shipments

Please follow these guidelines for all outgoing shipments:

- 1) All materials must be in sealed/taped boxes or cases.
Unpacked materials will be discarded.
- 2) A completed shipping label must be attached to the shipment,
including appropriate billing information.
- 3) If you are sending materials via UPS or Federal Express, your
shipping form must include an account number.
- 4) Please call your carrier and make arrangements for pick-up
within the next 1-2 business days.
- 5) Please leave your materials at your table, and our staff will go
around and pick up and place on a cart and roll down to our
East Loading Dock.

All shipments will be picked-up at this address:

Monona Terrace Convention Center
East Loading Dock
One John Nolen Drive
Madison, WI 53703