

## Welcome Vendors,

Enclosed are the vendor move in/out, dock and shipping instructions for the 2024 IPMS/USA Nationals at the Monona Terrace Convention Center, (MTCC). We need your help in making this process as quick, painless and safe as possible.

Vendors have two options for moving into the MTCC. Loading docks located on Level 1 or to hand carry items from Level 4 to avoid the traffic jams on the small docks. They can ask the greeter at Level 4 Greeter Desk to borrow a cart if needed, but due to the volume you may want to bring your own.

### [Directions to Level 4 Drive Thru - Unloading.docx](#)

Space on the loading docks is extremely tight, so it is very important to pay close attention to directions, moving your packages/goods off the dock as quickly as possible and limit the time your vehicle is on the dock. IPMS will have staff available to assist vendors with the move in/out process. The East Dock will have MTCC staff parked on it, as well as be receiving periodic shipments.

Move-in hours on **Tuesday, 7/16 are 7:00am-6:00pm on both East & West docks**, large semis please use the [West dock](#). Move-in hours on **Wednesday 7/17 are 7am-12pm the West dockonly**.

MTCC will have a dock marshal, 1 for each dock, and IPMS will have a lead volunteer to assist each marshal and to provide vendors with directions for both move in and move out. In addition, IPMS will staff available to assist vendors with the move in/out process.

## **Incoming Shipping.**

### [In Coming Shipping Directions, East Dock.doc](#)

Attached are incoming and outgoing shipping directions for vendors. Keep in mind MTCC storage space is minimal. Vendors are responsible to get their items from MTCC storage. IPMS will have volunteers available to move packages from the storage area to their booth.

## **Move-in**

### [East Dock Directions and Move In Instructions.doc](#)

### [West Dock Directions and Move In Instructions.docx](#)

Primary move-in for vendors should be via West Dock unless you have been assigned to the East dock. We have the entire West Dock rented 7/16-20 for move in, move out. If your tables are located in row A, and islands B1, C1, D1, E,1 F1 or row G1 through G4, please use the east dock. Wednesday , all vendors will use the west dock.

## **Move out.**

Vendors can begin moving out anytime they wish at their own discretion. Please coordinate movement with Bob Clift, Vendor Coordinator.

Move-out on Saturday, 7/20 2:00pm-6:00pm, both East & West docks. After 6:00pm-11:59pm. all move out will be through the west dock. Please use the same dock to move out as you used to move in. Semis will use the west dock as their primary move-out location.

## **Outgoing Shipping**

### **Outgoing Shipment Instructions.doc**

It is the responsibility of the vendor to properly package, label and arrange for pickup their outgoing packages. Pickups must be scheduled for Monday July 22. All outgoing packages will be shipped through the East loading dock. Please see attached instructions for additional details.

Please hand carry or place on a cart and roll down to the East Loading Dock, letting the Command Center know your carrier will be picking the items up.

Thank you for your patience and understanding in this process. If you have any questions or concerns please feel free to contact me. And thank you again for your help in making this year's IPMS convention a great one.

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Bob Clift

Mad City Modelers Vendor Coordinator

<mailto:Nats.vendors2024@gmail.com>