

## Shipping Information:

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Send all packages to:  
Jodi Ellsworth  
Freeman  
1024 N. Hazel Street  
St. Paul, MN 55119  
651-735-7172

ALL Packages must have the following information on them:

Company Name & Address  
Billing Address  
SMTA- June 11  
Table # \_\_\_\_\_ (number will be provided closer to the event)

*\*\*\*There is a fee to accept your packages and deliver them to our exhibit room at 3M. You will be billed directly by Freeman.*

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## Set-Up

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Exhibit Hours: 9:00am – 3:00pm  
Set up: June 11 – 7:30 a.m. – 9:00am  
Tear-down: June 11 – 3:00pm – 5:00pm  
*\*\*Lunch and morning coffee break will be provided*

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## Facility Information

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3M Company – Corporate Campus  
[www.3m.com/about3M/](http://www.3m.com/about3M/)  
Building 224  
St. Paul, MN 55144

**Directions to 3M from MSP Airport-** take I494 East to I-94 West. From I-94 West bound, take McKnight Road exit (off ramp). Move to right lane, take first right, take another right into Visitor Parking. **PARKING:** Park in front of Building 224, which is the building where the show will take place. You can enter through the glass doors directly into the exhibit area. You can unload at this area but will be directed to move your car to a different parking lot once you've finished unloading.

**\*\*\*Important:** Please also make sure that you have submitted badge information for your booth personnel. All names must be submitted to 3M prior to the event, so if you have not done so, please e-mail this information to Leslee Johns at SMTA at [Leslee@smta.org](mailto:Leslee@smta.org).

Due to new security requirements at 3M, you will be asked if you are a US citizen upon checking in at 3M. If you are not, you will still be able to enter the building after being provided with appropriate information.

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## Hotel Room Block Information

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**Holiday Inn East**  
St. Paul – I94-East (3M Area), MN  
2201 Burns Ave.  
St. Paul, MN 55119  
(651) 731-2220 **\*\*Reference SMTA to receive this rate**  
\$82.00/night  
¼ mile from 3M

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