



Loading Dock Instructions:

Please deliver items to our North Dock located off Harrison Road north of the hotel.

The hours for receiving materials at the Kellogg Hotel and Conference Center Loading Dock are Monday through Saturday, 5:30AM – 5:00 PM. Items should be shipped/ delivered to arrive at these times.

Phone numbers to call for access are posted on the main north dock door. If no answer, please call main hotel line at 517-432-4000.

Delivery vehicles must be removed immediately after delivery and cannot remain parked unattended. If more time is needed after materials are unloaded, the truck may park in our South Lot.

The physical layout includes a 2-bay docking area:

- One Dock Available for Receiving with Standard Box Truck – 48” High, Dock Leveler is 48”D x 72”W
- One Dock (Northernmost) Available for 18-Wheelers with Rear Load – 60” High, Dock Leveler is 60”D x 84”W

Upon your arrival at the dock, please contact the phone numbers posted on the main door.

The Hotel cannot accept responsibility for items left on the Loading Dock overnight.

At the end of your convention and before leaving the Hotel, please make the proper arrangements for the return shipping of any materials.

Shipping Information:

Hold for: (Name of the onsite contact for your company)

Name of Conference: Mi Potato Industry Winter Conference

Conference Dates: 1/31/24-2/1/24

Meeting Room: Big Ten Room A

Name of Kellogg Coordinator: Annie Krupp

Kellogg Hotel & Conference Center

Michigan State University

219 S. Harrison Rd.

East Lansing, MI 48824

Deliveries will be accepted with no charge if delivered on or after January 24th. Item received prior to that date may result in a drayage fee.

