



SHIPPING INSTRUCTIONS

Packages may be received at the hotel beginning Monday, October 16, 2017.

No early shipments please, due to limited storage space and lack of a hotel shipping/receiving dept. If your package arrives earlier, we cannot guarantee its arrival. RMNATO staff will be onsite Monday, October 16th to accept delivery of your packages.

ARE YOU SHIPPING OVERSIZED ITEMS such as equipment or seating which require freight truck delivery?

Keep in mind, **there is no loading dock or pallet jack at the hotel.** Please email us (regional.director@rmnato.com and candis@polsontheatres.com) with advance notice of any oversized items, and please schedule their arrival beginning Monday, October 16th.

SHIPPING TO THE PARK CITY MARRIOTT

Please include the following information on the labels of all boxes:

Park City Marriott
Attention: **Guest Name** / Your Company Name / RMNATO
Hold for arrival – October 16, 2017 / RMNATO / Candis Harrop
1895 Sidewinder Drive
Park City, UT 84060
PH: 435-649-2900
of Packages in your Shipment - *Example: Box 1 of 3, Box 2 of 3, etc...*

- ✓ Please list your name in the "Attention" section, your Company Name, **and include RMNATO on the same line.** Candis will handle your shipment upon its arrival and have it placed at your trade show table, ready for your setup at 8:00AM Wednesday, October 18th.
- ✓ **Goody Bags / Golf Goody Bags:** Mark in BIG writing on the outside and inside of box, "GOODY" or "GOLF"
NOTE: Convention Goody Bag quantities =150 pieces / Golf Bag quantities =24 pieces.
These items should arrive by Monday, October 16th for bag stuffing.
- ✓ **Items for the Final Evening Gala Raffle:** Mark in BIG writing on the outside and inside of boxes "BASKET"
- ✓ We recommend including a packing slip on both the inside and outside of each package.
- ✓ Vendors are responsible for boxing up their items for return.
- ✓ No COD packages will be accepted by the Park City Marriott. The hotel's policies on safe package handling are based on advice from the USPS and the Federal Centers for Disease Control and Prevention (CDC).

SHIPPING FROM THE PARK CITY MARRIOTT HOTEL

The Park City Marriott does not have a formal shipping department. The RMNATO Convention staff will assist with scheduling outbound shipments for UPS and FedEx.

For those packages that needed to be boxed or prepared, we will have a small supply of shipping tape, boxes, envelopes, packing material, shipping forms, etc.

The Park City Marriott is not responsible for items left. Items inadvertently left behind will be held for 30 days following the event. All arrangements for shipping and receiving must be arranged through your RMNATO contact, Candis Harrop.

More shipping questions? *Candis Harrop mobile # (406) 249-9145 / candis@polsontheatres.com*

Thank you!