



## **INBOUND SHIPPING TO THE HOTEL**

Packages may be received at the hotel beginning Monday, October 15, 2018. If your package arrives earlier, we cannot guarantee its arrival. RMNATO staff will be onsite Monday, October 15<sup>th</sup> to accept delivery of your packages.

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

Please email [regional.director@rmnato.com](mailto:regional.director@rmnato.com) with advance notice of any oversized items, and please schedule their arrival no earlier than Monday, October 15th.

### **SHIPPING TO Hotel Albuquerque at Old Town**

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

Attention: **Guest Name** / Your Company Name / RMNATO

**Hotel Albuquerque at Old Town**

800 Rio Grande Blvd, NW

Albuquerque, NM 87104

Hold for RMNATO – Oct 15, 2018 / Alvarado D,E

PH: 509.993.3583

# 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.** Our Trade Show team will handle your shipment upon its arrival and have it placed at your trade show table, **ready for your setup at 1:00PM Tuesday, October 16th.**
- ✓ **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 15th 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 hotel or RMNATO. 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 HOTEL ALBUQUERQUE AT OLD TOWN**

You are responsible for packing, labeling and shipping all outbound materials. Please inquire with the RMNATO Trade Show team if you require special assistance with your outbound materials.

The Hotel 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, Diane Eve.

**More shipping questions? Diane Eve mobile # 509.993.3583 | [regional.director@rmnato.com](mailto:regional.director@rmnato.com)**

**Thank you!**



## **OUTBOUND SHIPPING FROM THE HOTEL**

As a courtesy, RMNATO will schedule the following three carriers for pickup on Thursday, October 18<sup>th</sup> - 8AM:

- UPS
- FedEx Ground
- FedEx Express

1) Completely prepare all packages for shipping, including all UPS or FedEx shipping labels as required by the carrier. (We do not fill out shipping documents or print labels)

2) At end of trade show, place all prepared packages to be shipped on top of your table.

3) The RMNATO Trade Show Team will coordinate transport of your packages with the Hotel's Shipping Dept for outbound shipment on Thursday, October 18<sup>th</sup> - 8AM.

If you have a package or freight that needs shipping by other means you must coordinate it yourself.

Ultimately, RMNATO is not responsible for the outbound shipment of your packages but happy to provide courtesy assistance.

**More shipping questions? *Diane Eve* mobile # 509.993.3583 | [regional.director@rnmato.com](mailto:regional.director@rnmato.com)**

**Thank you!**