



INBOUND SHIPPING TO THE HOTEL

Page 1 of 2

Packages may be received at the hotel beginning Monday, September 9, 2019. If your packages arrive earlier, we cannot guarantee their arrival, and you may incur storage fees. RMNATO is not responsible for any storage fees incurred. RMNATO staff will be onsite beginning Monday, September 9, 2019 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 with advance notice of any oversized items, and please schedule their arrival no earlier than Monday, September 9, 2019.

***** Note unique shipping instructions for each--Trade Show, Goody/Golf Bag Items, and Raffle Drawing Items *****

Trade Show Packages – SHIPPING INSTRUCTIONS:

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

ATTENTION: **BRUCE HARROP** / RMNATO / Your Company Name

TO: Historic Davenport Hotel

ADDRESS LINE 1: 10 South Post Street

ADDRESS LINE 2: **TRADE – Sept 9 / Grand Pennington**

CITY/ST/ZIP: Spokane, WA 99201

PHONE: 509.993.3583

of Packages in your Shipment - Example: Box 1 of 3, Box 2 of 3, etc...

✓ Attention **BRUCE HARROP**

✓ Our team will place your trade show packages at your trade show table, **ready for your set-up at 1:00PM Tuesday, September 10, 2019. Trade Show is Wednesday, Sept 11th 1-4pm.**

Goody Bags / Golf Goody Bags – SHIPPING INSTRUCTIONS:

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

ATTENTION: **DIANE EVE** / RMNATO / Your Company Name

TO: Historic Davenport Hotel

ADDRESS LINE 1: 10 South Post Street

ADDRESS LINE 2: **GOODY or GOLF – Sept 9 / Grand Pennington**

CITY/ST/ZIP: Spokane, WA 99201

PHONE: 509.993.3583

of Packages in your Shipment - Example: Box 1 of 3, Box 2 of 3, etc...

✓ Attention **DIANE EVE**

✓ Mark in **BIG** writing on the outside and inside of boxes "GOODY" or GOLF"

✓ Quantities =GOODY: 150 pieces / GOLF: 32 pieces

✓ These items should arrive by Monday, September 9th for bag stuffing.



Page 2 of 2

Final Evening Gala Raffle Items – SHIPPING INSTRUCTIONS:

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

ATTENTION: **CANDIS HARROP** / RMNATO / Your Company Name

TO: Historic Davenport Hotel

ADDRESS LINE 1: 10 South Post Street

ADDRESS LINE 2: **BASKET – Sept 9 / Grand Pennington**

CITY/ST/ZIP: Spokane, WA 99201

PHONE: 509.993.3583

of Packages in your Shipment - Example: Box 1 of 3, Box 2 of 3, etc...

✓ Attention **CANDIS HARROP**

✓ Mark in **BIG** writing on the outside and inside of boxes “**BASKET**”

✓ These items should arrive no later than Tuesday, September 10th.

✓ 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).

OUTBOUND SHIPPING FROM THE HOTEL

SHIPPING FROM the Historic Davenport Hotel

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.

As a courtesy, RMNATO will schedule the following three carriers for pickup on Thursday, September 12th - 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, September 12th - 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@rmnato.com

Thank you!