



INBOUND SHIPPING TO THE HOTEL

Packages may be received at the hotel beginning Monday, September 9, 2024. 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, 2024 to accept delivery of your packages.

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

Please email convention@rmnato.com with advance notice of any oversized items, and please schedule their arrival no earlier than Monday, September 9, 2024.

*** Note unique shipping instructions for each--Trade Show and Raffle Drawing Items ***

Trade Show Packages – SHIPPING INSTRUCTIONS:

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

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

TO: Le Meridien SLC Downtown

ADDRESS LINE 1: 131 S 300 W

ADDRESS LINE 2: **TRADESHOW / BALLROOM**

CITY/ST/ZIP: Salt Lake City, UT 84101

PHONE: 509.993.3583

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

- ✓ Attention **BRUCE**
- ✓ Our team will place your trade show packages at your trade show table, ready for your set-up at **1:00PM Tuesday, September 10, 2024. Trade Show is Wednesday, Sept 11th 8:30am-12pm.**

Wednesday Evening Scholarship Raffle Items – SHIPPING INSTRUCTIONS:

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

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

TO: Le Meridien SLC Downtown

ADDRESS LINE 1: 131 S 300 W

ADDRESS LINE 2: **RAFFLE / BALLROOM**

CITY/ST/ZIP: Salt Lake City, UT 84101

PHONE: 509.993.3583

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

- ✓ Attention **CANDIS**
- ✓ Mark in **BIG** writing on the outside and inside of boxes "RAFFLE"
- ✓ 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 Le Meridien 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 carriers for pickup on Wednesday afternoon:
UPS | FedEx

- 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 no later than Thursday, Sept 12, 2024.

If you have a package or freight that requires 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 | convention@rmnato.com

Thank you!