



SHIPPING INSTRUCTIONS

Historic Davenport Hotel | September 23–25, 2025

✓ INBOUND SHIPPING TO HOTEL

SHIPPING OVERSIZED ITEMS?

If you're shipping large items (e.g., equipment or seating requiring freight truck delivery), please **email advance notice** to:

 convention@rmnato.com

 **Schedule delivery no earlier than Monday, September 22, 2025.**

Note: Trade Show items and Raffle Drawing items each have *separate shipping instructions* (see below).

TRADE SHOW PACKAGES — SHIPPING INFO


Ship your Trade Show items to Bruce Harrop at the following address, in this format:


ATTN: BRUCE-RMNATO-[Insert Your Company Name]
TO: Historic Davenport Hotel
ADDRESS LINE 1: 10 South Post Street
ADDRESS LINE 1: TRADE–Sept 24-Grand Pennington
CITY/STATE/ZIP: Spokane, WA 99201
PHONE: 509.993.3583
COMMENTS: Box X of Y (e.g., Box 1 of 3)

Important Notes:


- Mark **“ATTN: BRUCE”** clearly on all packages.
- RMNATO will place your packages at your assigned Trade Show table.
- Include a **packing slip** on both the inside and outside of each package.
- **You are responsible** for packing items for return shipping.
- **No COD shipments accepted.**
- Trade show items include your Goody Bag items which are distributed from your table.

Trade Show Setup Times:

 Tuesday, Sept 23 | 9:00 AM – 3:00 PM (all attendees board bus to first event at 3:00pm)

 Wednesday, Sept 24 | 7:00 AM – 9:00 AM

Trade Show Event:

 Wednesday, Sept 24 | 9:00 AM – 12:00 PM

 SCHOLARSHIP RAFFLE ITEMS — SHIPPING INFO

Ship items to Diane Eve at the following address, in this format:

TO: Diane Eve
ADDRESS LINE 1: 1705 E 61st Avenue
CITY/STATE/ZIP: Spokane, WA 99223
PHONE: 509.993.3583
COMMENTS: Box X of Y (e.g., Box 1 of 3)

Important Notes:

- Clearly label **“RAFFLE”** in **large writing** on both the **outside and inside** of each box.
- Items must arrive **by Tuesday, September 16, 2025.**
- Include a **packing slip** on both the inside and outside of each package.
- **No COD shipments accepted.**
- **Do NOT ship Trade Show items to this address.**

✔ **OUTBOUND SHIPPING FROM HOTEL/ 🚚 SCHEDULED CARRIER PICKUPS**

As a courtesy, RMNATO will schedule **UPS and FedEx pickups** for:

📦 Wednesday afternoon, Sept 24

📦 Thursday, Sept 25

Steps to Ship:

1. **Label and pack** your boxes completely (RMNATO does not print shipping labels).
2. Place boxes **on your Trade Show table** after the show ends.
3. RMNATO will assist with transfer to the hotel's shipping department.

Using another carrier? You must coordinate that separately.

Important Notes:

- You assume ultimate responsible for preparing, labeling, and shipping all outbound materials.
- Neither RMNATO nor the Hotel is responsible for items left behind.
- Unclaimed items will be held for **15 days** after the event.

QUESTIONS?

✉ convention@rmnato.com

☎ **Diane Eve – 509.993.3583**

Thank you!

We look forward to seeing you in Spokane!