



Historic Davenport Hotel | September 1-3, 2026

IMPORTANT SHIPPING INFORMATION – PLEASE READ CAREFULLY

Following these instructions will help ensure your shipment is received, delivered to your Trade Show table, and available when you arrive.

INBOUND SHIPPING TO HOTEL

If you are a registered Vendor, please fill out the required VENDOR INTAKE FORM - <https://forms.gle/Bb4dNQoWzhJ8phF7A>

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 AND storeroom@thedavenporthotel.com

 Schedule delivery no earlier than Monday, August 31, 2026.

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 2: RMTC–Sept 2-Grand Pennington
CITY/STATE/ZIP: Spokane, WA 99201
PHONE: (406) 270-9904
COMMENTS: Box X of Y (e.g., Box 1 of 3)

Important Notes:

- Mark “**ATTN: BRUCE**” clearly on all packages.
- Market Event Name “RMTC–Sept 2-Grand Pennington” 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.**
- **After shipping your packages, update your VENDOR INTAKE FORM with the tracking number(s), expected delivery date, and total number of packages.**
- **Goody Bag items (75 items max)** should be shipped with your Trade Show materials, as they will be distributed from your Trade Show table.

Trade Show Setup Times:

 Tuesday, September 1 | 9:00 AM – 2:00 PM (Buses depart for first event at 2:30 PM.)

 Wednesday, September 2 | 7:00 AM – 9:00 AM

Trade Show Event:

 Wednesday, September 2 | 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 mark each package **“RAFFLE”** in **large letters**.
 - Items must arrive **by Tuesday, August 25, 2026**.
 - 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, September 2

📦 Thursday, September 3

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 are ultimately 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.

SHIPPING TIMELINE

- **By August 25** – Scholarship raffle items must arrive (if applicable)
- **August 28–31** – Trade Show shipments may begin arriving at the hotel
- **September 1** – Trade Show setup (9:00 AM–2:00 PM)
- **September 2** – Trade Show (9:00 AM–12:00 PM)
- **September 2–3** – Scheduled UPS/FedEx outbound pickups

QUESTIONS?

Please email us at convention@rmnato.com

Before the convention, you may reach Diane Eve at (509) 993-3583.

During the convention, please contact Bruce Harrop at (406) 270-9904.

We look forward to welcoming you in Spokane!