



HPLA/BEP April 4 – 7, 2016

Shipping Instructions for Materials Shipped to & from La Fonda Hotel

For STANDARD SIZE boxes:

Please label boxes and ship to
Name of Organization and /or Name of Meeting
Attn: Stephanie Scrimshaw, hold for Group Contact / Guest Name
La Fonda Hotel
100 East San Francisco Street
Santa Fe, NM 87501

NOTE!!! If the exhibitor is shipping PALLETS or LARGE equipment CRATES- the method of labeling and shipping will change. Please see the (*) section below in the shaded area.

- To ensure proper delivery, boxes **must** be labeled correctly. Shipments may begin arriving on **3 days in advance** of the meeting, please notify Stephanie Scrimshaw (505/995-2323 or sscrimshaw@lafondasantafe.com) how many boxes you are sending, expected arrival and shipper name.
- Boxes should **not** arrive at La Fonda earlier than **3 working days** prior to the conference due to our storage space limitations.
- For standard size boxes the following box handling fees will apply:

1 to 10 lbs.	\$1.00 per package/box/item
11 to 20 lbs.	\$3.00 per package/box/item
21 to 35 lbs.	\$5.00 per package/box/item
36 to 50 lbs.	\$7.00 per package/box/item
50-plus lbs.	\$7.00 per package/box/item, <i>plus</i> .10 per pound over 50 lbs

These charges apply to both one-way *and* round-trip deliveries within the hotel, and they are not subject to either gratuity or tax.

(*) PALLET- LARGE CRATE SHIPMENTS must be handled by freight services with **Convention Services of the Southwest for delivery, pick up and storage of your crates and/or pallets.
Convention Services of the Southwest (505) 243-9889
Contact: Vicki Colugh**

Return Shipping

- Attendees must arrange for return shipping, including billing, labeling and scheduling pick-up with your selected shipping provider or with Convention Services of the Southwest (see numbers below).
- Following are the telephone numbers for most providers:
 - FedEx Express and Ground – 800-463-3339
 - UPS – 800-742-5877
 - UPS Internat'l – 800-782-7892
 - DHL Express – 800-225-5345
 - Convention Services of the Southwest (505) 243-9889
- All boxes must be labeled properly
- Shipping charges to the above providers cannot be posted to sleeping room accounts or the master account – Attendees must pay courier directly for shipping charges
- Boxes must be picked-up from La Fonda no later than **Friday, April 8th by 12pm** due to other incoming conferences.