





## SHIPPING PROCEDURES – INCOMING & OUTGOING

- Please ensure that all items you ship will be properly packed and sealed. The Eldorado Hotel will not take responsibility for, or ship any boxes/packages that have not been previously sealed by the sender. Shipping materials, including tape, boxes, packing material etc. **AND** call tags and shipping bills can **NOT** be supplied.
- The Eldorado Hotel's primary carrier is Federal Express. No pick-ups have to be arranged. There are regular deliveries and pick-ups Monday through Friday. Please note: Fedex does not make **ANY** deliveries or pick-ups on Saturday or Sunday at the Eldorado Hotel.
- Shipments for UPS do not have to be arranged, but both delivery and pick-up is done irregularly, therefore, should you have time sensitive materials, please arrange for your shipment on the date needed. Again, please note: UPS does not make ANY deliveries or pick-ups on Saturday or Sunday.
- All other shipments with other carrier **HAVE** to be arranged.

### INCOMING

- Please arrange shipments to arrive no more than three days prior to the start of the meeting. Again note: Fedex/UPS does not make week-end deliveries at the Eldorado Hotel & Spa.
- Please inform the conference's CSM manager, Anke Kotler (Direct phone: 505-995-4523) of all oversized or/and special shipments.
- Address the shipments as follows:  
Eldorado Hotel and Spa  
c/o Anke Kotler – CSM  
Attn: *Contacts name*  
US Journal Training  
309 W San Francisco St  
Santa Fe, NM 87501
- All arriving shipments will be delivered to the appropriate location by the hotel staff.

### OUTGOING

- All boxes **MUST** be sealed and labeled with a proper carrier label attached. Please ensure that the labels are filled are correctly and **ALL** information is entered completely.
- If there is more than one box outgoing, it will be helpful if they are labeled as a group of items. (i.e. 1/3, 2/3 etc)
- We will be happy to supply you with Fed Ex Air bills. If an alternative carrier is being used, it is the responsibility of the sender to obtain the call tags for shipping.
- The Eldorado Hotel will **NOT BE RESPONSIBLE** for any items left in the exhibit/display area. At close of the conference, any boxes left unsealed or without proper labels will be discarded.
- Please inform the CSM Anke Kotler or the banquet manager, Matthew Romero of any outgoing shipment other than Fedex prior to leaving the exhibit/display area.

**Thank you for your cooperation!**

**Anke Kotler, Convention Services Manager**