



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: Vickie Rojas, 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 or Boxes over 50 lbs- 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 **3 days in advance** of the meeting start date, please notify Vickie Rojas via email, (Vrojas@lafondasantafe.com) of 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. *Any items arriving prior to three days are charged \$10 per box per day in addition to any box handling charges.*
- ***Please also note WE CANNOT store your crates and cases. Please contact Convention Services of the Southwest for options. Contact info is below.***
- For standard size boxes the following box handling fees will apply:

1 to 10 lbs.	\$3.00 per package
11 to 20 lbs.	\$6.00 per package
21 to 35 lbs.	\$9.00 per package
36 to 50 lbs.	\$12.00 per package
50-plus lbs.	\$15.00 per package

These charges apply to both one-way *and* round-trip deliveries within the hotel, and they are not subject to either gratuity or tax.
Please provide contact and payment info on the following page. If we do not receive a form of payment, we will not intercept your shipment.

(*) 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 Clough

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 **2pm day of departure** due to other incoming conferences.
- **NOTE!!! La Fonda will not take any responsibility of any kind of lost or missing shipments.**



Credit Card Authorization Form

**If we do not have a credit card on file for you,
Your shipment will be turned away**

To La Fonda Hotel:

I, _____

hereby authorize La Fonda Hotel in Santa Fe, New Mexico to charge my credit card account for payment of exhibitor shipment handling and storage fee's

Event Name: _____

Exhibitor Name: _____

Exhibitor On-site Phone # _____

Credit Card Number: _____

Expiration Date: _____

Today's Date: _____

Cardholder's Signature: _____

Please return completed form via **e-Mail** to:

Vickie Rojas, Director, Catering & Convention Services Manager

La Fonda on the Plaza

Email: vrojas@lafondasantafe.com