



## **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 (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](mailto: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.                   \$2.00 per package/box/item

11 to 20 lbs.                 \$4.00 per package/box/item

21 to 35 lbs.                 \$7.00 per package/box/item

36 to 50 lbs.                 \$10.00 per package/box/item

50-plus lbs.                 \$10.00 per package/box/item, *plus* .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.

**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**

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: \_\_\_\_\_

Event Space: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

Exhibitor On-site Phone # \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Please return completed form to:  
Vickie Rojas, Convention Services Manager  
La Fonda Hotel  
Email: [vrojas@lafondasantafe.com](mailto:vrojas@lafondasantafe.com)  
Fax: 505-995-2323