



2019 Chest Wall Injury Summit



Shipping/Receiving to Eldorado Hotel & Spa

Shipment labeling

All pieces that you will be shipping to Eldorado Hotel & Spa for use during the 2019 Summit must be addressed as follows:

ELDORADO HOTEL & SPA
HOLD FOR: CWIS, SarahAnn Whitbeck, Mar 28, (insert your company name)
309 W. San Francisco Street
Santa Fe, NM 87501

In the interest of efficiency, the above special labeling method has been developed for use on inbound packages to Eldorado Hotel & Spa – and is required for ALL packages shipped.

Carriers

Shipments are strongly preferred to be sent via FedEx, UPS, or DHL. Shipments sent via carriers other than previously stated carriers require in-advance approval by Eldorado Hotel & Spa Set-up/Facilities Manager or Conference Services Manager. If this process is not completed, the shipment may be refused by Eldorado Hotel & Spa.

UPS and FedEx do NOT make weekend deliveries/pickups to Eldorado Hotel & Spa.

Storage & timing

The Eldorado Hotel & Spa does not have excessive space for holding shipments. As such, shipments should not be scheduled to arrive *more than 3 days prior to contracted meeting start date*.

Pre-conference and post-conference storage of shipments are subject to a fee of \$25 per piece, per day.

Set-up/Facilities Manager will store boxes/crates in secure, locked storage area until arrival of your on-site representative who will designate where boxes are to be placed for conference usage.

Billing

Set-up/Facilities Manager will receive and log all inbound 2019 CWISummit shipments (boxes/crates). Upon arrival at the Eldorado Hotel & Spa, on-site representatives should locate Jaree, Summit staff member, to help identify all pieces of shipment and ensure payment is resolved.

Exhibitors will be charged for items received: \$25 per box, \$100+ per pallet crate weighing over 500lbs. Pallet Crates wider than 3 feet or higher than 6 feet or other abnormal shapes will be subject to a surcharge. There may be additional charges for in-house handling of boxes/crates within the meeting space, for set up purposes by the group.

Exhibitors will be followed immediately following the 2019 CWISummit.



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Shipping from Eldorado Hotel & Spa

All pieces that you will be shipping from Eldorado Hotel & Spa will be handled based on the processes noted below.

Timing

Exhibitors are expected to breakdown exhibits by Saturday, March 30 at 3:30 PM. All pieces that will be shipped back must be packaged, prepared with proper forms/waybills affixed securely, and moved into the DeVargas Room.

Weekday pickups are provided by UPS and FedEx. Reminder – there are no weekend pickups on-site. Pickups by any other carriers must be communicated to Chest Wall Injury Society via information@cwisociety.org to be shared with the Eldorado Hotel & Spa Set-up/Facilities Manager. This information will be shared along with the proper documentation of courier and date/time for pickup. Without the boxes/crates will not be released for pickup.

Site responsibilities

The Eldorado Hotel & Spa Set-up/Facilities Manager will log outgoing boxes/crates and contact corresponding exhibitor only if a problem is noted.

The Eldorado Hotel & Spa Set-up/Facilities Department to store boxes/crates in secure, locked storage area until on-site exhibitors arrive and request pickup. If alternate storage is required, Set-up/Facilities Manager and Meeting Planner to detail location and both to sign off on storage log.

Labeling

The Eldorado Hotel & Spa Set-up Facilities Manager to have on-site exhibitors sign for outgoing boxes/crates upon pickup (to include: company name, attendant name, contact phone number, route number, and date/time). Each box/package leaving the Eldorado Hotel & Spa MUST have a label with a different tracking number.

If you are sending multiple packages please advise the Set-Up Manager or Conference Service Manager to insure the packages are labeled correctly. The on-site exhibitor must provide all information requested in order to ensure the boxes/crates will be delivered to their destination correctly and without delay.