



100 E. San Francisco • Santa Fe, NM 87501

## **Publishers Association of the West**

### **Shipping Instructions for Materials Shipped to the Hotel**

Please label boxes and ship to:

Guest Name  
Publishers Association of the West  
Attn: Stephanie Scrimshaw  
La Fonda on the Plaza  
505-982-5511  
100 East San Francisco Street  
Santa Fe, NM 87501

- To ensure proper delivery, boxes must be labeled correctly
- Boxes should not arrive at La Fonda on the Plaza earlier than Monday February 1, 2016
- 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.

- La Fonda on the Plaza does not have the capability to receive pallet shipments and pallets will be turned away
- Payment:
  - If an Exhibitor **is staying** at La Fonda on the Plaza, the special handling flat-fee shipping charge(s) will automatically be posted to their guest room, and payable upon check-out.
  - If an Exhibitor **is not staying** at La Fonda on the Plaza, the special handling flat-fee shipping charge(s) will be collected from the Exhibitor by a hotel staff member on the move-in date. Cash or credit card will be accepted.

#### **Return Shipping**

- Attendees must arrange for return shipping, including billing and scheduling pick-up (Upon arrival please contact La Fonda on the Plaza's Concierge regarding return shipping.)
- All boxes must be labeled properly
- Shipping charges 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 on the Plaza no later than Monday February 8<sup>th</sup>, 2016.