



SHIPPING INFORMATION

Package Room General Information

The Roosevelt Hotel Package Room is located on the ground floor at the 70 Vanderbilt Avenue entrance between 45th and 46th Streets. The Package Room phone number is 212-661-9600 ext. 6489.

Please contact the Package Room for information on shipping items via UPS, FedEx, etc.

There is a handling fee of \$10.00-\$20.00 per box depending on weight (subject to change), and \$50.00 per pallet which is to be charged to the individuals who ship or store boxes at the hotel.

Please fill out the Exhibitor Information Form (in Excel) in order to be charged properly for your packages sent.

Hours of Operation

Monday – Friday	7:00am – 7:00pm
Saturday	7:00am – 5:00pm
Sunday	7:00am – 5:00pm

Shipping and Receiving

1. When shipping boxes to the Hotel's Package Room, please fill out the “**Shipping Label Form**” provided. Please paste or tape this form onto every box and package that is shipped.
2. Please track your packages prior to contacting the hotel to check their arrival. After you have confirmed delivery with your carrier you may contact the hotel with the following information readily available:

- *The number of packages being shipped
- *The carrier being used to ship them
- *When they have arrived
- *Where the packages should be delivered and at what time
- *Tracking number
- *Any other information that will assist the package room to facilitate delivery

Please note:

- *Parcels are accepted 3 days prior to group's arrival.
- *Please number each box and indicate its contents.
- *If there is more than one meeting location, label the boxes with their specific delivery location



Shipping Label Form

You may create you label by including your information and printing this sheet.
Attach to each box or package being shipped to the NCA Fall Education Conference.



EXHIBITOR'S NAME) / **Gunay Bayrasli, Conv. Serv. Mgr.**
YOUR COMPANY NAME / **FOR NCA FALL CONFERENCE**
C/O THE ROOSEVELT HOTEL
70 VANDERBILT AVE
NEW YORK, NY 10017
ATTN: PACKAGE ROOM

HOLD FOR: **NCA FALL EDUCATION CONFERENCE & YOUR COMPANY NAME)**

DELIVERY DESTINATION (PALM ROOM, OCT. 26-28, 2009