



RPM@Reno Western Workshops Exhibitor Information



Workshops Freight Hold For Exhibitor

Warehouse, please store this freight with other Workshops freight.

Exhibiting Company **RPM Promoters Workshops**

Package Number **Of** Total Packages

Specimen Freight ID Label Provided To Exhibitors

Shipping & Freight Handling Instructions Provided Exhibitors

RPM@RENO WESTERN WORKSHOPS LABELING INSTRUCTIONS: IN ADDITION TO COMPUTER GENERATED ADDRESS LABELS... Please print the RPM Workshops Identity Labels linked above. Print as many as needed, cut, and affix one to each piece of freight. On each label, enter the name of your firm along with the package number and the total number of packages.

SHIPPING INBOUND TO THE SILVER LEGACY: SHIP UPS OR FEDEX GROUND ONLY: The Silver Legacy requires inbound shipping via UPS/FedEx Ground only. We do not guarantee delivery of freight with other shippers. Postal packages and overnight shippers are not delivered to the Silver Legacy warehouse personnel who receive and inventory all RPM-related freight. **SHIPPING ARRIVAL DATES:** Ship freight to arrive between 11/28/2025 or after, and before 12/1/2025, not earlier, not later. Note Thanksgiving is November 27, 2025, and UPS is inoperative during the extended holiday weekend. Shipments without allowance for the delay may be jeopardized. Weather also can cause delays at this time of year.

SHIPPING TO:
SILVER LEGACY RESORT CASINO
HOLD FOR: RPM WORKSHOPS (Vendor Name)
407 N. VIRGINIA STREET
RENO, NV 89501

FREIGHT DELIVERY TO BOOTHS TUESDAY: Tuesday afternoon, December 2, 2025, in the afternoon (after 2:00pm). The Silver Legacy Warehousemen will deliver exhibit freight to each booth.

INBOUND SHIPPING, UPS OR FEDEX GROUND ONLY: The Silver Legacy requires inbound shipping via UPS/FedEx Ground only. The Workshops and the Silver Legacy do not guarantee delivery of freight with other shippers. Postal packages and overnight shippers are not delivered to the Silver Legacy warehouse personnel who receive and inventory all RPM-related freight.

OUTBOUND SHIPPING: All outbound shipping is to be through UPS or FedEx Ground. Please prepare personnel with destination addresses for return shipments, account numbers, and other necessary information. Outbound shipments may be prepaid by COD, or you may use a call tag for pickup. Call tag arrangements are the responsibility of your personnel. All outbound freight will be shipped Monday, December 9, 2024. Left over undocumented freight will be sent COD to the last origin address.



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Dear Exhibitor,

We have not yet completed the layout of the exhibit room. You will receive your **booth number upon arrival**, along with your **credentials**. Credentials will follow the same procedures as in previous years.

RPM@Reno Schedule

Tuesday, December 2, 2025

• 6:30 p.m. – 7:30 p.m.: Credentials may be claimed at **Location TBD**

Wednesday, December 3, 2025

- Exhibits open: 8:30 a.m.
- Sessions: 9:30 a.m. – 5:00 p.m.

Thursday, December 4, 2025

- Exhibits open: 8:30 a.m.
- Sessions: 9:30 a.m. – 5:00 p.m.

Credential Not Required for Tuesday Setup

A credential **is not required** on Tuesday evening, December 2, for access to the exhibit area during setup.

RPM@Reno Freight

On **Tuesday afternoon, December 2, 2025**, after **2:00 p.m.**, Silver Legacy warehouse personnel will deliver exhibit freight to each booth.

Exhibit Tour Hours – Wednesday & Thursday

Time has been set aside in the agenda each day for attendees to visit with exhibitors. Upon arrival, please review the schedule and note the designated exhibitor tour periods.
Plan to be in your booth during these times.

RPM@Reno Security

Please prepare your representatives to secure any valuables after show hours each day. Although after-hours security is provided and exhibit spaces will be locked and monitored, **the hotel and RPM Workshops are not responsible for loss or damage to exhibits or merchandise.**

Shipping Arrival Dates

Please ship freight to arrive **between November 27, 2025, and December 1, 2025**. Note that **Thanksgiving is November 27, 2025**, and UPS is inoperative through the extended holiday weekend. Shipments not planned with this delay in mind may be jeopardized. Weather may also cause delays.

RPM@Reno Freight Shipping Address

RPM Promoters Workshops
c/o Silver Legacy Resort Casino
HOLD FOR: RPM Workshops (Vendor Name)
407 N. Virginia Street
Reno, NV 89501

Package Identity Labels

Package identity labels and shipping instructions are included in this document. Please **print these labels**, cut them out, and affix them to your freight alongside your standard shipping labels. These labels ensure proper sorting and assignment by the Silver Legacy warehouse staff.

Inbound Shipping – UPS or FedEx Ground Only

The Silver Legacy **requires inbound shipments via UPS or FedEx Ground only**. The Workshops and the Silver Legacy **cannot guarantee delivery** through other carriers. Postal packages and overnight shipments are **not delivered** to the warehouse personnel who receive and inventory all RPM Workshop freight.

Outbound Shipping

All outbound freight must be shipped via **UPS or FedEx Ground**. Please ensure your personnel are prepared with destination addresses, account numbers, and any other required shipping information. Outbound shipments may be **prepaid, COD**, or sent using call tags (arranged by your personnel). All outbound freight will be shipped on **Monday, December 8, 2025**. Any leftover, undocumented freight will be sent **COD to the last origin address**.

We appreciate your support of the **53rd Annual RPM Promoters Workshops**.

We look forward to seeing you at the Silver Legacy!