



RPM@Reno 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 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 ELDORADO: SHIP UPS OR FEDEX GROUND ONLY: The Eldorado 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 Eldorado warehouse personnel who receive and inventory all RPM-related freight.
SHIPPING ARRIVAL DATES: Ship freight to arrive between 11/27/2020 or after, and before 12/1/2020, not earlier, not later. Note Thanksgiving is November 26, 2020, 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.

FREIGHT DELIVERY TO BOOTHS WEDNESDAY: Wednesday evening, Wednesday, December 2, 2020, at a time to be posted, Eldorado Warehousemen will deliver exhibit freight to each booth.

INBOUND SHIPPING, UPS OR FEDEX GROUND ONLY: The Eldorado requires inbound shipping via UPS/FedEx Ground only. The Workshops and the Eldorado do not guarantee delivery of freight with other shippers. Postal packages and overnight shippers are not delivered to the Eldorado 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, 12/07/20. Left over undocumented freight will be sent COD to the last origin address.

Dear Exhibitor;

We have not completed the layout of the room and you will receive your booth number upon arrival, along with your credentials. Credentials will be "new" this year and if you have registered for Reno and Daytona, you will be asked to preserve your credential for the Daytona show in February and you will be responsible for it.

CREDENTIALS ADVANCED CREDENTIALING NOW CLOSED: Credentialing is now closed for RPM@Reno and RPM@Indy. Please obtain your credentials at the Workshops Guest Services Desk upon your arrival. Advanced-reserved credentials will be available Wednesday at 6:30 p.m. You may also obtain credentials on site if you have not reserved them in advance.

RPM@RENO SCHEDULE: Wednesday, December 2, 2020: 6:30 p.m. - 7:30 p.m., credentials may be claimed. Thursday, December 3, 2020, Exhibits open 8:00 a.m., Sessions 9:30 a.m. - 5:00 p.m. Friday, December 4, 2020 Exhibits open 8:00 a.m., Sessions 9:30 a.m. - 5:00 p.m.

CREDENTIAL NOT REQUIRED FOR WEDNESDAY SETUP: A credential is not required Wednesday evening for entry to the exhibit area.

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RPM@RENO EXHIBIT TOUR HOURS, THURSDAY AND FRIDAY: Time is set aside in our agenda midway through Thursday and Friday afternoons for attendees to visit with exhibitors. Upon your arrival at the Workshop, please read your pocket guide and note the time. Plan to be in your booth during the period.

RPM@RENO, SECURITY: Prepare your reps to secure their merchandise of value after show hours, each day. While there is after-hours security, and exhibit spaces will be locked and monitored by security, the hotel, and RPM Workshops are not responsible for loss or damage to exhibits or exhibit merchandise.

RPM@RENO SHIPPING ARRIVAL DATES: Ship freight to arrive between 11/27/2020 and 12/02/2020. Thanksgiving is November 26, 2020. UPS is inoperative during the extended holiday weekend. Shipments without allowance for the delay may be jeopardized. Weather also can cause delays.

RPM@RENO FREIGHT SHIPPING ADDRESS

RPM PROMOTERS WORKSHOPS C/O ELDORADO HOTEL CASINO 345 NORTH VIRGINIA STREET RENO, NV 89501

RPM@RENO PACKAGE IDENTITY LABELS LINKED ARE IN THIS DOCUMENT with shipping instructions and Workshops shipping labels. Print these labels. Cut and affix them to your freight accompanying other computer generated shipping labels. These labels enable the Eldorado Warehouse to sort and assign freight.

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We appreciate your support of 48th Annual RPM Promoters Workshops. See you at the Eldorado Reno and at Indianapolis.



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