



RMLA 47th Spring Conference and Trade Show
Two Rivers Convention Center
Grand Junction, Colorado
May 7-10, 2018

Trade Show – Wednesday – May 9, 2018

POLICY FOR SHIPPING PACKAGES:

Federal Express, UPS, Trucking, and other express shipments can be shipped directly to the Two Rivers Convention Center.

1. Make sure all packages and boxes are clearly marked with your company name, address, and receivers' name. Ship to the following address:

RMLA TRADE SHOW May 9, 2018
Booth Number _____ (or company name)
c/o Two Rivers Convention Center
159 Main Street
Grand Junction, CO 81501

Telephone Number

(970) 263-5700

2. Shipping dimension limits: 46 inches wide, 94 inches long, 80 inches high. Maximum un-palletted weight 150 pounds. Maximum pallet weight 3000 pounds. We would appreciate that any large amount of boxes coming to us by freight be on a pallet.
3. Shipments should not arrive earlier than May 4, 2018 prior to the Trade Show.
4. Trade Show setup starts at 10:30 a.m. We ask that you not set-up during the Awards Lunch between 12:00 p.m. and 1:15 p.m. due to the noise that carries into the other side of the ballroom. Lunch tickets are available for \$20.00 at the registration desk.
5. **Bring your own shipping forms for ease of outbound shipping.** When shipping packages away from the Convention Center, please have them packaged and ready to go out. This includes sealing them with packing tape and labeling them. You are responsible for the **Fed-Ex** or **UPS** shipping form, or freight bill. Shipments made by Truck need to make arrangements with the convention center for loading if not done directly after the trade show on Wednesday. RMLA will arrange for Federal Express and UPS shipments to be picked up after the trade show is over. You must prepare the shipping forms and attach to your packages using your own shipping number or charging it to your credit card.