Shipping Items and Materials to The Desmond for the March 27 New York Propane Gas Association Conference

Revised January 30, 2019

The Desmond cannot receive any individual package or crate weighing over 100 pounds without prior arrangements being made.

Vendors may contact the event manager to make special arrangements. The Desmond will accept conference materials no sooner than three (3) days prior to the 3-27-19 conference and will hold materials for up to three (3) days after the NYPGA function.

Packages should be addressed to the person that will on site to receive the package. The Desmond address is below.  Outgoing shipments must be properly labeled and called in for pick up by the vendor.

The Desmond will not be responsible for shipping outgoing packages. Any materials not picked up or shipped out after five business days will be discarded.

Shipments should be addressed as follows

Desmond Hotel

660 Albany Shaker Road

Albany NY 12211

ATTN New York Propane Gas (NAME OF PERSON THAT IS ON SITE FOR THE SHOW)

Large crates that may require special handling should contact Jack Roddy at

518-640-6077 or [jroddy@desmmondhotels.com](mailto:jroddy@desmmondhotels.com)