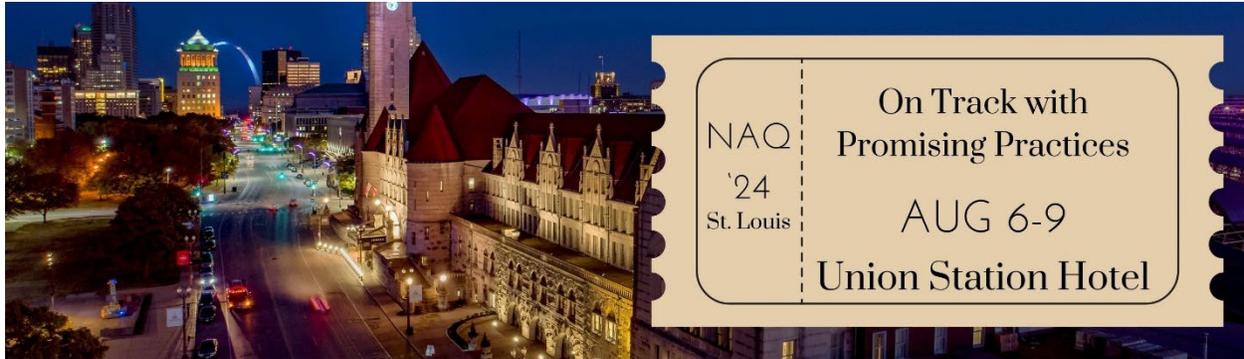


# NAQ '24 | Union Station Hotel | Vendor Shipping Guidelines



## ***Shipping Address (to and from)***

Union Station Hotel  
1820 Market Street  
St. Louis, MO 63103

## ***Shipping Items To Hotel***

Kindly ensure that all boxes are labeled with the **event name, company name, and booth number** (if applicable). With groups frequently moving in and out of the hotel, proper labeling is crucial for the hotel to maintain organization and clarity.

## ***Shipping Items From Hotel***

Ensure shippers (exhibitors, conference guests, planners, etc.) come equipped with preprinted UPS or FedEx labels for their return shipments. Individuals must schedule pickup with their shipping company and are responsible for affixing labels and securely sealing boxes before leaving the hotel.

At the end of the conference, exhibitors can place their items on top of their tables or planners can leave their boxes in a designated room. Hotel staff will handle transporting boxes to our loading dock for pick-up. **The hotel is not responsible for leftover items or boxes. Loose or unmarked items will be thrown away.**

## ***Shipping Management***

For multiple shipments arriving at the hotel, conference management shall compile a shipping manifest to include:

- to and from addresses
- contact name and phone #
- tracking number
- expected arrival date
- other relevant details

This will enable our dock manager to maintain a clear inventory of boxes delivered to the hotel.

**Due to our limited on-site storage capacity, we kindly request that items be shipped no more than three (3) business days before the scheduled start date of your event.**