



Incoming Shipments going to the NESPS Spring Workshop on March 2, 2019, taking place at the Lotte New York Palace Hotel, must use the label format shown below:

[INSERT On Site Representative's name]

[INSERT Company Name]

NESPS Spring Workshop March 2nd, 2019

ATTN: Isabel Choi, Meetings & Events Manager

Lotte New York Palace Hotel

455 Madison Avenue

New York, NY 10022

No. of Boxes shipped i.e. 1 of 5, 2 of 5...etc

Outbound shipments must be labeled and brought to the hotel's package room which has daily USPS, UPS, and Fedex pickups. The hotel does have a business center that will ship using Fedex if you do not have a business account with UPS or Fedex.