

The Desmond Hotel & Conference Center

If you are sending materials to the Desmond Hotel prior to your event, please label each box as stated below:

**The Desmond Hotel and Conference Center
C/O: (THE NAME OF YOUR MEETING)
ATTN: (THE NAME OF YOUR ON-SITE CONTACT)
Date of Event
660 Albany-Shaker Road
Albany, NY 12211**

The Desmond will not be responsible for unmarked packages

They will be securely stored in our Banquet Storage room until the day of your event.

If you want us to ship your materials back out, a label and pre-payment of the shipment must be given to a member of the Desmond staff at the time of departure.

Please note, The Desmond Hotel & Conference Center will receive conference materials no sooner than three (3) days prior to your conference, and will hold materials up to five (5) days after your function. After 30 days, if you have not claimed your goods or materials, they will be discarded.

Thank You

