



## **FNL Rocket Shipping Procedures**

Please follow the FNL Rocket Shipping Procedure when shipping rocket(s) to Wisconsin for the competition.

1. Call a carrier of your choice (FedEx, UPS, etc.), to schedule a package shipment. The delivery date to the hotel should coincide with your arrival. **NOTE:** *All rockets should be delivered to the hotel prior to 4 p.m. Thursday, April 16<sup>th</sup>. We recommend scheduling a package pickup from the hotel at the same time. NOTE: All rockets should be scheduled for pickup prior to your hotel checkout.*
  - 1.1. Have package(s) shipped to:  
**ATTN: (Guest Name)**  
**Wyndham Garden Kenosha Harborside**  
**5125 6<sup>th</sup> Avenue**  
**Kenosha, WI 53140**
  - 1.2. The hotel will put an alert on your reservation once the shipment arrives.
2. Upon check-in, notify the front desk that you shipped a package to the hotel. The hotel will verify the package's arrival and give you the package(s). **NOTE:** *Packages should include the name of the person picking up the package in the return address.*
3. Rockets will be shipped from the hotel in the original packing material. It's important that you keep boxes, etc. in your rooms to properly package your rocket. **NOTE:** *WSGC and the hotel do not have packing materials available for return shipping.*
4. If you did not pre-set up a return shipment with the carrier of your choice when making arrangements to ship your rocket to Wisconsin, do so upon your arrival.
  - 4.1. A 'guest use' computer is available in the hotel lobby which will allow you to set up your return shipment and to print your label.
5. Take prepared package(s) to the hotel front desk and inform them of the scheduled pick-up date and time.
6. The hotel will hold the package(s) until carrier pick-up.