

**American College of Apothecaries  
ACE 2022  
Wyndham Grand Rio Mar Puerto Rico  
Shipping and Receiving Procedures**

**Labeling of Equipment and Materials:**

Wyndham Grand Rio Mar Beach Resort & Spa  
ACE 2022/Charlotte DeJesus, Conference Service Manager  
6000 Rio Mar Blvd.  
Rio Grande, Puerto Rico 00745-6100  
ATTN: Name of Person retrieving packages  
Label Packages: Box #\_\_\_of\_\_\_

**\*Ship items no later than seven (7) business days prior to your arrival, February 14, 2022.**

**Carriers (FedEx, UPS, DHL)**

All carriers deliver to the Resort during the afternoon between 1-5PM Monday to Friday, there is no Saturday/Sunday pickup or delivery service. Packages will be subject to inspection by US Customs upon arrival and departure.

**\*Shipping, taxes and handling charges must be prepaid.**

**Documentation:**

Submit the documentation below by email to  
[Purchasing-riomar@wyndham.com](mailto:Purchasing-riomar@wyndham.com)

**No later than February 14, 2022**

- \*Commercial Invoice
- \*Shipping Company Information
- \*Bill of Lading or Airway Bill

\*For Further Information please call or email Juan de Dios, Purchasing Manager at the Wyndham Grand Rio Mar Resort Purchasing Department  
787-888-6240

[Purchasing-riomar@wyndham.com](mailto:Purchasing-riomar@wyndham.com)