

SHIPPING AND RECEIVING GUIDELINES

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required.

The hotel's receiving entrance is open from 8 a.m. to 5 p.m. Monday through Friday. Special arrangements must be made, in advance, for any deliveries not within this time frame. Any materials being sent to the hotel must be marked as follows:

1. Hold for arrival
Attn: (Guest Name and Organization)
Arrival Date: (Month/Day/Year)
Name of Internal Hotel Contact (IE. Convention Services Manager)

2. Complete return address

3. Number of boxes (i.e., Box 1 of 2; Box 2 of 2)

LIABILITY: Hotel does not accept any liability for equipment, goods, displays which arrive or fail to arrive at the hotel. Group is responsible for insuring its property for loss or damage.

HANDLING: Handling charges will apply depending on size and weight of items being received and moved. The Hotel recommends that for shipments over 100 pounds total that an alternative freight handling company be contracted by the sender.

RECEIVING:

- Hotel can accept boxes no more than four (4) days in advance of the meeting dates
- Boxes received in excess of two (2) days prior to the start date of a group will be charged at \$6.00/box per day
- Boxes received in excess of four (4) boxes will be billed at \$10.00/box
- Oversized boxes of 4'x4' or larger will be billed at \$12.00/box
- Skids/Pallets will be billed at \$200.00 per skid/pallet
- Oversized boxes, skids/pallets do not count towards the four (4) complimentary boxes to be received.
- Should Group have more than ten (10) boxes, a storage room will be required. Hotel can provide pricing for a storage room based on Group's specific needs.

DISTRIBUTION:

- All boxes marked to a specific group or to an Event Manager will be delivered to the secured Banquet Package Storeroom. This storeroom is located in Purchasing.
- All boxes marked to a specific hotel guest will be delivered to the secured Banquet Package Storeroom