

OMNI HOTELS & RESORTS[®] amelia island plantation

SHIPPING INSTRUCTIONS

These guidelines will provide you with timely receipt of your conference materials. Contact your Conference Service Manager for additional instruction or clarification of any portion of these instructions.

LABELING

Please address ALL conference materials to:

Omni Amelia Island Plantation

39 Beach Lagoon Road

Amelia Island, FL 32034

Include on the label: **Name of Conference / Guest name - Name of exhibitor / BOOTH number**

Box # _____ of _____ USE DATE: (first date you will use materials)

SHIPPING

- Use any shipping agent/common carrier of your choice
- Conference materials should arrive at our location NO EARLIER THAN 5 DAYS PRIOR TO YOUR CONFERENCE AND NO LATER THAN 2 DAY PRIOR TO THE DESIGNATED USE DATE.
- All shipments must be prepaid.

HOURS OF OPERATION

8:00am – 5:00pm, Monday through Friday

Saturday deliveries must be arranged in advance through your Conference Services Manager.

Conference materials received will be delivered the Conference Center.

Drayage

Drayage charges will be assessed for all packages/boxes handled by Omni Amelia Island Plantation:

\$5/package up to 5 pounds; \$15/package 6-20 pounds

\$25/package 21-50 pounds; \$50/package 51-100 pounds

\$75/package 101-200 pounds; \$.50 cents per pound for any packages over 200 pounds

The aforementioned fees include all handling and storage of boxes one week prior to group arrival; delivery to requested meeting room(s); back for pick-up by selected carrier, and storage up to two days after group departs.

PAYMENT Information for Drayage (receiving packages/shipments at the hotel)

- UPS, FedEx and Airborne may be charged to the Master Account if the REQUEST FOR SHIPMENT is signed as approved by an Authorized Signatory for your group.

Name of Company / Exhibit: _____

Name on Card: _____

Billing Address: _____

E-mail: _____ Telephone: _____

Credit Card Type: _____

Card Number: _____ Expiration: _____

Customer/Guest Signature: _____

OR

Guest Room Charge:

Guest Name: _____

Arrival Date: _____ Confirmation #: _____

UNCLAIMED MATERIALS

Conference Materials, posters, banners, etc., left in meeting rooms or our storage facility after departure, without direction as to disposal, will be held for a period of 1week before being destroyed.

Any requests for return shipment of materials once a guest has left property will necessitate a request, in writing, containing the following information:

- Ship to address
- Method of payment
- Shipping agent (FedEx/UPS/Airborne, etc.)
- Method of shipping (overnight/2nd day/economy)
- Declared value

DISCLAIMER

Omni Amelia Island Plantation is not responsible for any delay in receipt or delivery of conference nor any special handling fees assessed by a carrier, due to inadequate or improper labeling of conference materials.

Packages bearing insufficient information to identify the conference or USE DATE once received will be held in our warehouse for a period not to exceed 30 days and will be returned to originating shipper 'freight collect'.

NOTE: WORKS OF ART, CRYSTAL, PRECIOUS GEMS AND/OR LIQUOR WILL NOT BE ACCEPTED.

CONFERENCE FACILITY SECURITY

Omni Amelia Island Plantation will not assume responsibility or liability for damage or loss of any merchandise or articles brought into any function room and left unattended. It is strongly recommended that all valuables and personal belongings be removed from unoccupied conference facilities.

PLEASE EMAIL ALL FORMS TO:

Mark Lang, Conference Services - mlang@omnihotels.com

Wayne Alligood, Shipping Manager - walligood@omnihotels.com