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**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: **AHTD SM2019 PRODUCTSHOWCASE/Guest name - Name of exhibitor / BOOTH number**

Box #\_\_\_\_\_ of \_\_\_\_\_

USE DATE: (April 11, 2019)

**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 (your meeting planner). **If these charges are not support by the meeting planner / master account, you are responsible for payment.**

**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:**

Beth Place, Conference Service - bplace@omnihotels.com

**NOTE:** IF YOU DO NOT INCLUDE THE GROUP NAME, GUEST/EXHIBITOR NAME-BOOTH #, WE WILL NOT KNOW WHERE TO DELIVER TO