

SHIPPING AND RECEIVING INFORMATION

GROUP PACKAGES:

- Shipping and Receiving will receive, store, and deliver all group packages. Handling fees listed below do not include individual carrier service charges.
- In order to avoid storage fees, materials must arrive no more than 5 days in advance of the group arrival and they must be shipped out no more than 5 days following departure. Please let your Conference Services Manager know the total number of boxes being shipped and communicate any special shipping and receiving needs.

SHIPPING AND RECEIVING HANDLING CHARGES:

- Handling fee:
 - Inbound Boxes \$5.00 per box/envelope under 10 lbs.
 - Inbound Boxes \$1.00 per lb. per box over 10 lbs.
 - Outbound Boxes \$15.00 each
 - Inbound Cases \$5.00 per box/envelope under 10 lbs.
 - Inbound Cases \$1.00 per lb. per box over 10 lbs.
 - Outbound Cases \$15.00 each
 - Envelopes/Tubes \$5.00 per envelope under 10 lbs.
- Incoming Crate / Pallets: \$150.00 per pallet
- Outgoing Crate / Pallets: \$150.00 per pallet
- Corrugated Boxes: \$6.00 per box + tax
- Roll of Tape: \$6.00 per roll + tax
- FedEx/UPS Boxes: Complimentary

*These charges are in addition to the individual carrier shipping services.

PLEASE NOTE:

FEDEX - Only provides Standard Overnight service to our area by 12:00 Noon.

Unless the package is specifically marked for this service at ship out, FEDEX DOES NOT provide the following services to our area:

- Saturday Delivery, Priority Overnight, First Overnight

UPS - (Same service limitations as FEDEX above)

Pickup by 1:30 PM

DHL - Current services: International Only

Mon. - Fri. One stop per day by 5:00PM & Saturday Delivery

In order to assure that meeting materials arrive on time, please inform attendees who are shipping materials directly to the resort of the delivery limitations and requirements.

MATERIALS FOR SALE:

- Corrugated Boxes: \$6.00 per box + tax
- Roll of Tape: \$6.00 per roll + tax
- FedEx/UPS Boxes: Complimentary

LABELING:

It is extremely important that all materials be sent to the attention of the guest receiving the delivery.

Label all incoming materials to the Omni Hotel Resort at ChampionsGate as follows:

Individual Guest packages must be labeled as follows:

Guest's Name
Group Name
Omni Orlando Resort at ChampionsGate
1500 Masters Boulevard
ChampionsGate, FL 33896

Exhibit or Trade Show packages must be labeled as follows:

Guest Name
Event/Conference Name
Company Name
Booth Number
Omni Orlando Resort at ChampionsGate
1500 Masters Boulevard
ChampionsGate, FL 33896