

Shipping

The customer is responsible for the arrangement and all expenses of shipping materials, merchandise, exhibits or any other items to and from the Hotel. The Hotel Sales & Catering Office must be notified in advance of shipping arrangements to insure proper acceptance of these items upon arrival at the Hotel. All incoming packages should be addressed to the attention of your company's representative with the name and date of the event on each box. There will be a \$10.00 per day, per box, storage fee for all packages received more than three (3) days in advance or not picked up/shipped out three (3) days after conclusion of the function. The client is responsible for shipping any packages back. Standard Letter Size Envelopes will be held at no charge for delivery upon guest arrival.

There is a \$4 per box is not more than three days in advance.