

SHIPPING AND RECEIVING: Due to limitations in secured storage space, the Hotel will only accept packages as follows:

Boxes/packages may be sent for arrival a maximum of 48 hours prior to group arrival and will be marked with:

The responsible party's name
Group name
"Hold for Arrival Date of Monday, April 17, 2023"

There will be a handling charge as follows:

| | |
|---|---------------------|
| Boxes up to 0-50 pounds | \$15.00 per box |
| Larger boxes / display cases over 50 pounds | \$25.00 per box |
| Pallets | \$100.00 per pallet |

Client is responsible for calling and requesting pickup for their pre-paid and labeled outbound packages. Items left behind for longer than 5 days will incur an additional storage fee of \$10.00 per day that will be billed to the Group Master Account, unless vendors have setup their own Credit Card Authorization to be held on file.

Charges will be placed on the Master Account. Additional labor charges may be incurred depending on the size of the shipment, at the discretion of the Hotel. Hotel will not be responsible for any shipping charges, damages or loss to any packages or boxes.

Shipping Instructions

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Incoming Packages

Responsible parties Name

FutureCon

Embassy Suites by Hilton Omaha- Downtown/Old Market

555 S. 10th Street, Omaha, NE 6810

Mark on all packages: HOLD FOR FUTURECON

Outgoing Packages

All outgoing packages must be taped and have labels with payment attached before our staff will pick them up. Vendors MUST call their carrier for pick up; the hotel DOES NOT do this. If the vendor does not call, packages will not be picked up from the hotel.

There are no fees