



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 Resort
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:

\$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 supported by the meeting planner / master account, you are responsible for payment.**

Name of Group / Convention: _____ CEBA Conference & Expo _____

Arrival Date: _____

Name of Guest: _____

Name of Company: _____

Billing Address: _____

E-mail: _____ Telephone: _____

WAYNE ALLIGOOD
Mailroom Attendant
904- 277-5934 direct
walligood@omnihotels.com

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

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 Resort 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 Resort 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.