

Shipping, Receiving, and Storage

The Hotel does not assume responsibility for the storage, security, or condition of packages, freight, or other materials shipped to or from the Hotel on behalf of Group. The Hotel shall not be liable for damage, loss, or delay of any shipments received or sent by Group or its agents.

All shipments must be pre-approved by the Hotel's Event Manager prior to delivery. Packages arriving without prior authorization may be refused or returned to the sender at Group's expense.

All packages must be clearly labeled with:

Group/Event Name, Event Dates, Hotel Contact / Event Manager Name, On-site Contact Name and Phone Number

Unless otherwise approved in writing by the Hotel, shipments may arrive no earlier than three (3) business days prior to the Event start date. The Hotel reserves the right to charge additional storage fees or refuse delivery for shipments arriving earlier than the approved timeframe. The Group is responsible for coordinating all shipments with its selected carrier and ensuring proper packaging, insurance, and tracking. The Hotel will not accept C.O.D. shipments or assume responsibility for signing for or inspecting the contents of deliveries.

Handling and storage fees will apply as follows:

INBOUND PACKAGES:

- Standard sized box -- 11 ½ "W x 18"L x 10"H, up to 50 lbs. @ \$10 each
- Pallet -- @ \$200 each
- Large/Oversized box -- Additional charges will be applied pending on size and weight.

OUTBOUND PACKAGES:

- Standard sized box -- 11 ½ "W x 18"L x 10"H, up to 50 lbs. @ 10 each
- Pallet -- @ \$200 each
- Large/Oversized box -- Additional charges will be applied pending on size and weight.

Shipments exceeding 150 pounds per item, shipments requiring mechanical assistance (including forklifts, pallet jacks, or loading dock coordination), or unusually large freight must be reviewed and approved by the Hotel in advance. Such shipments may require additional labor, equipment rental, scheduling coordination, and handling fees.

The Hotel reserves the right to refuse shipments that are excessively large, hazardous, improperly labeled, or otherwise incompatible with Hotel receiving capabilities.

Group must arrange for the removal of all outbound shipments within twenty-four (24) hours following the conclusion of the Event unless otherwise agreed in writing. Any materials left after this time may be subject to additional storage charges or may be discarded at the Hotel's discretion.

Loading Dock and Freight Handling

All deliveries, freight shipments, and equipment loads associated with the Event must be coordinated in advance with the Hotel's Event Manager. The Hotel's loading dock facilities are available by scheduled appointment only and are subject to availability and operational limitations.

Group and its vendors must comply with all Hotel loading dock procedures, including scheduled delivery times, vehicle size limitations, and safety requirements. The Hotel reserves the right to refuse or delay access to the loading dock for unscheduled deliveries or vehicles that exceed the dock's operational capacity.

The Hotel does not assume responsibility for the loading, unloading, storage, or security of freight, equipment, or materials delivered to the property. All freight handling, including movement of materials from the loading dock to event or storage areas, may require Hotel labor or approved third-party labor, which will be charged to Group at applicable rates.