



## Shipping & Receiving Instructions and Rates

**Inbound Shipments:** The Hotel's Package Room, maintained by the Bell Captain, is available for the receipt, holding and delivery of small packages to the guests occupying guestrooms and meeting space. All inbound packages will be weighed upon arrival and handling charges will be assessed to the guest's room. If an event attendee is not staying at the host hotel, they may pay the handling fee by credit card. The Package Room is not available to store exhibits, pallets or large crates. All packages must be pre-approved for delivery by the Convention Services Manager. Due to limited storage, no shipment will be accepted earlier than three (3) days prior to the event start date.

**For package Pick-up,** please proceed to the Bell Stand for assistance and a front desk agent will dispatch the proper person to deliver your package to the desired location. You may also call the Bell Stand at extension 4030.

**Shipping Instructions:** All materials must enter via the loading dock; it is not permissible to load/unload anywhere except the loading dock. Bringing materials in through the public entrances of the convention center is not permitted. Shipments should be addressed as follows:

Vendor Name (Recipient)  
Conference Name / Show Dates  
c/o Embassy Suites  
4955 Kyngs Heath Road  
Kissimmee, FL 34746

### **Incoming / Outgoing Handling Charges:**

<b>Package charges:</b> *\$5.00 per 24 LBS and under *\$10.00 per 25 LBS and over *\$25.00 Per 50 LBS and over *\$50.00 Per 100 LBS and over	<b>Pallet charges:</b> *\$100.00 Per 200 LBS or less *\$150.00 Per 201 LBS to 400 LBS *\$200.00 per 401 LBS or more
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### **Storage Charges:**

Under 3 days	Complimentary
Over 3 days: Box	\$ 5.00 per day
Pallet	\$ 50.00 per day