

Shipping & Receiving:

Due to limited storage, we cannot accept any large shipment of drayage, packages or exhibits for an exhibit and/or production company or client. A large shipment is roughly defined as any shipment in number more than five boxes, or weighing in excess of 100 lbs. If an exhibitor sends unqualified packages without communication, they will NOT be accepted by the receiving/shipping department. Please make arrangements for pre and post shipping of drayage handling and large package storage with the exhibit/production or decorating company handling your event. If you are sending large quantities of packages, communicate this to your conference manager and make arrangements with the Shipping Dept.

PACKAGE WEIGHT	PACKAGE DELIVERED TO MEETING ROOM	PACKAGE PICKUP TO SHIP OUT
Envelopes	\$2.00	\$2.00
Small Box	\$5.00	\$5.00
Medium Box	\$15.00	\$15.00
Large Box	\$30.00	\$30.00
Extra Large Box	\$45.00	\$45.00
Pallets and Crates	\$150.00 or \$0.75/lb. > 200 lbs.	\$150.00 or \$0.75/lb. > 200 lbs.

1. For inbound/outbound or pickup of pallets or crates the fee is \$150. Charges are consolidated into a single fee for receiving/delivery or pickup, which is applied to each pallet/crate handled. Heavier pallets and crates will be charged \$0.75 per pound, per package (\$150 minimum) for both Outbound and Inbound, which include delivery.
2. Any packages stored for more than 7 days will result in a single storage fee charge depending on weight. Fee start at \$5 per box to \$50 per Pallet or Crate of storage fee. Packages are held for 30 days and are returned back to sender on the 31st day.

No deliveries can be made through the public areas of the hotel. Please deliver all materials through the shipping and receiving department.



Incoming shipments can be sent directly to:

It is important to ensure a smooth distribution of all packages for everyone involved

For GROUPS

Attn:

1st line: Event Name/ Group / Care of: Conference
Manager's name

2nd line: Recipient (Guest) Name **very important

Address:

2950 Coconut Grove Dr, Coral Gables, FL 33134

Phone: (Contact of on-site recipient if possible)

For EXHIBITORS

Attn:

1st line: Event Name/ Company Name (Exhibitor)

2nd line: Booth # / Recipient (Guest) Name **very
important

Address:

2950 Coconut Grove Dr, Coral Gables, FL 33134

Phone: (Contact of on-site recipient if possible)

Small outgoing shipments can be picked up at our front desk, located on the lobby level.