

## **SHIPPING INSTRUCTIONS: DELIVERIES & STORAGE**

Boxes will be received no earlier than four (4) days prior to your Function. To ensure proper delivery, the following information must be included on all boxes shipped to the Hotel:

- Name of Event Manager
- Title of Function
- Date of Function
- Hotel guest name/arrival date if applicable

All boxes in excess of five (5) may incur a box handling fee. Any materials shipped upon the conclusion of the Function are the responsibility of the client. These materials must be properly packaged and labeled appropriately and include all proper destination information including shipping account numbers. The Hotel is not responsible for any damage or loss of any items left on premise prior to, during or following a Function.