



GROUP EVENTS PACKAGE INSTRUCTIONS AND PRICING

INCOMING SHIPMENTS

Packages received at the hotel more than **3** days prior to the event will be subject to storage fees. Handling fees are assessed per package. Storage fees are assessed daily per package (after the 3-day grace period). All fees are subject to sales tax. Packages for exhibitors will be delivered to the convention location during the setup time.

Inbound Handling Rates

Weight	Rate
0-5 pounds	\$5.00
6-20 pounds	\$10.00
21-50 pounds	\$15.00
Over 50 pounds	\$25.00
Pallets	\$75.00

Daily Storage Rates

Weight	Rate
0-5 pounds	\$1.50
6-20 pounds	\$3.00
21-50 pounds	\$4.50
Over 50 pounds	\$7.50
Pallets	\$22.50

Improperly labeled packages will create delays in receiving your materials. Please address incoming packages as follows:

ATTN: Your Name & Phone # (the person receiving the package)

Convention Name (The name of the conference or event that you are attending)

Your booth # / Company name

The Lodge at Gulf State Park

21196 East Beach Blvd.

Gulf Shores, AL 36542

OUTGOING SHIPMENTS

You must provide your own shipping label and schedule a pickup with your shipper to send outgoing packages from the hotel. **Shipping companies will not take packages without a scheduled pick-up.** Pickups can be scheduled when generating your label online. You can also call your shipper to schedule pick-ups. Properly labeled outgoing shipments can be left in the exhibit area and will be delivered to our loading dock for your scheduled pick-up. Do not bring outgoing shipments to the front desk. Improperly labeled outgoing shipments will be delivered to Loss Prevention as a lost and found item and discarded after 30 days.

UPS PICKUPS: https://wwwapps.ups.com/pickup/schedule?loc=en_US

FEDEX PICKUPS: <https://www.fedex.com/en-us/shipping/schedule-manage-pickups.html>