



## 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**

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

#### **Daily Storage Rates**

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

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

**The Lodge at Gulf State Park, A Hilton Hotel**  
**ATTN: Your Name (the person receiving the package),**  
**Convention Name (The name of the conference or event**  
**that you are attending), Your booth or business name.**  
**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](https://wwwapps.ups.com/pickup/schedule?loc=en_US)**

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