



Shipping Instructions

All packages should be addressed as follows:

Event Name (VCAC Surgeons) – **Your Exhibitor Company Name**
Omni Richmond Hotel
100 South 12th Street
Richmond, VA 23219
Attention: **(Exhibitor Contact Person @ Hotel)** & Laura Phillipp, CSM

Handling fees do apply for all shipments received. Shipments received more than 48 hours prior to event will incur an additional storage fee (\$10 per box, per day). The Exhibitor information portion below must be completed in order for your shipment to be received by Omni Richmond Hotel. Failure to provide this completed form will result in the shipment being refused.

All exhibitors are responsible for arranging deliveries and pick-ups, and specific applicable carrier costs. Exhibitors are responsible for packing, sealing and applying shipping labels for all outgoing packages. We suggest outgoing packages be scheduled for pick up the morning after any event that end after 12 PM (Noon).

We reserve the right to refuse to accept packages that appear damaged, and in any event, we cannot assume any liability for the condition of the contents of any package. A box handling fee will be charged according to the scale below.

Handling Charges (Monday – Friday):

Boxes of 1-50 lbs: \$20/Box
Boxes of 51-100 lbs: \$40/Box
Pallet or Crate: \$200/Each

Boxes stored over 48 hours will be assessed an additional storage fee of \$20/box/day.

Additional Handling Charges (Saturday – Sunday Delivery)

Boxes/Pallet/Crate \$40/Each

TOTAL INCOMING PACKAGE CHARGE: \$ _____

Will Outgoing Shipping be Needed Y / N

Exhibit Company Name: _____ Event Name: _____

Contact Name: _____ Contact Phone: _____

Address _____ City _____ State _____

Zip _____ Email _____

Carrier _____ Tracking # _____

Pkg _____

Weight(s) _____ Tracking # _____

Return form via Email: Jennifer.Vidler@omnihotels.com