

## SHIPPING AND RECEIVING GUIDELINES AND CHARGES

- Charges apply for package handling by Kingsmill Resort staff. Charges will apply to recipient's hotel room unless other arrangements are made. Fee is in addition to carrier charges.
- Charges apply to BOTH inbound and outbound packages.
- | <u>Packages</u> | <u>Handling fee:</u> |
|-----------------|----------------------|
| Boxes           | \$5.00 per box       |
| Pallets         | \$100.00 per pallet  |

### Inbound Shipping:

- Items received three days before the first conference day will incur a \$50 per day storage fee.
- ***Include the Meeting Name and the contact person's name on the package. You should also add "care of" your assigned Kingsmill Resort Conference Planning Manager.***
- ***Ship to Kingsmill Resort's warehouse at 1010 Kingsmill Road, Williamsburg, VA 23185***
- Kingsmill Warehouse accepts large deliveries between 8:00am - 2:00pm (Mon-Fri). ***The warehouse can be reached at 757-253-8299, ext 1570.***
- Arrangements for deliveries outside of warehouse receiving hours would have to be made ***in advance with Barry Akers at 757-564-5346.***
- **Oversized orders or pallets:** Notify the Kingsmill Resort warehouse in ***ADVANCE BEFORE shipping OVERSIZE products or PALLETS.*** Include dimensions of oversize products.
- **NOTE:** If oversize items are shipped to the warehouse or resort center, and the truck is not equipped to unload the product, Kingsmill may have to rent a forklift and pass the cost on to the group. ***Kingsmill does NOT have a forklift at the Warehouse to lift heavy items, so it is imperative that you call ahead.***

### Outbound Shipping

- A \$5 per box or \$100 per pallet handling fee will be charged for outbound shipments.
- Any outbound exhibit materials must be picked up by the designated carrier of your choice no later than forty-eight (48) hours after exhibit close-out to avoid a \$50.00 per day storage fee.
- Items to be shipped must include account numbers, all labels and ship to addresses including all receiving party information and billing.
- **NOTE information above on OVERSIZE PRODUCT OR PALLETS.** You must make arrangements for the product to be picked up and loaded, or arrange with Kingsmill in advance. Charges will apply.