



SHIPPING POLICY

Suggested Address Label:

ATTN: Kelly Vanderheyden

Conference Name/Vendor Name

126 West St.

Annapolis, MD 21401

Handling of (3) packages will be complimentary. Handheld pouches and envelopes are complimentary.

Each additional package (group or vendor) is subject to \$5 per package/box handling. Individual packages/boxes requiring a "team lift" for their size or weight are subject to \$10 per package handling.

Boxes must be broken down by group for hotel disposal.

Incoming Packages:

Boxes/Packages/Envelopes are accepted 3 days prior to groups arrival date. A Storage fee of \$10 per day applies per package for each day prior.

**Signature upon delivery and package insurance are recommended for items of significant value and or need to the conference.*

Pallet deliveries are accepted when prescheduled with your CSM, on day of groups arrival. Hotel dismantle & handling fee of \$150 per hour.

Outgoing Packages

All Pick-ups should be within 24 hours of groups departure or next business day.

Package pick-ups for small boxes & envelopes should be left with the front desk with a scheduled pick-up location of the front desk.

Large package pick-ups should be left in the meeting room with a scheduled pick-up location of hotel loading dock. (*advise CSM or banquet captain for transport to dock*) Storage fee applies for each additional day/package beyond next business day.

Any package not picked up within (14) days of group departure will be disposed of.

Graduate Annapolis is not liable for any missing, lost or damaged packages, any packages shipped are at the shipper's own risk.

24% Service Charge and 6% Sales Tax are Applied to Above Rates