



SHIPPING INSTRUCTIONS

These guidelines will provide you with timely receipt of your conference materials. Contact your Conference Service Manager for additional instruction or clarification of any portion of these instructions.

LABELING

Please address ALL conference materials to:

Omni Amelia Island Resort
39 Beach Lagoon Road
Fernandina Beach, FL 32034

Include on the label:

Name of Conference

Name of Meeting Planner or Exhibit Name

Box # _____ of _____

USE DATE: (first date you will use materials)

SHIPPING

- Use any shipping agent/common carrier of your choice
- Conference materials should arrive at our location:
 - NO EARLIER THAN 5 DAYS PRIOR TO YOUR CONFERENCE AND NO LATER THAN 2 DAY PRIOR TO THE DESIGNATED USE DATE.
- All shipments must be prepaid.

HOURS OF OPERATION

8:00am – 4:30pm, Monday through Friday

Saturday deliveries may necessitate special delivery arrangements. Please contact your Conference Service Manager.

DELIVERY

Mail/conference materials are received via FedEx and UPS, at the Conference Center, Monday through Friday between the hours of 11am and 4 pm.

Saturday deliveries must be arranged in advance through your Conference Services Manager.

Drayage

Drayage charges will be assessed for all packages/boxes handled by Omni Amelia Island Resort:

\$5/package up to 5 pounds

\$15/package 6-20 pounds

\$25/package 21-50 pounds

\$50/package 51-100 pounds

\$75/package 101-200 pounds

\$.50 cents per pound for any packages over 200 pounds

The aforementioned fees include all handling and storage of boxes one week prior to group arrival; Delivery to requested meeting room(s); back for pick-up by selected carrier, and storage up to two days after group departs.

Conference materials received in our warehouse during the course of a conference will be delivered to the Business Center, located within the Conference Center.

OUTBOUND SHIPMENTS

For prompt return of all conference materials please follow these 3 easy steps...

1. Obtain a REQUEST FOR SHIPMENT form from Conference Staff. Complete all requested information. (One form is required per 'ship to' location)
2. Pack, seal and label all materials and attach the REQUEST FOR SHIPMENT form(s).
Packing cartons, with the exception of Overnight FedEx envelopes/small boxes, are not available on site.
3. Notify the Conference Staff when all materials are ready for shipment.
Outbound materials received for shipment after 1:30pm, Monday through Friday, will go out at 2:00pm the following day. Shipments received at any time on Saturday will go out the following Monday.

PAYMENT

- All shipments will be sent COLLECT or THIRD PARTY BILLING.
- UPS, FedEx and Airborne may be charged to the Master Account if the REQUEST FOR SHIPMENT is signed as approved by an Authorized Signatory for your group.

UNCLAIMED MATERIALS

Conference Materials, posters, banners, etc., left in meeting rooms or our storage facility after departure, without direction as to disposal, will be held for a period of 1week before being destroyed.

Any requests for return shipment of materials once a guest has left property will necessitate a request, in writing, containing the following information:

- Ship to address
- Method of payment
- Shipping agent (FedEx/UPS/Airborne, etc.)
- Method of shipping (overnight/2nd day/economy)
- Declared value

DISCLAIMER

Omni Amelia Island is not responsible for any delay in receipt or delivery of conference nor any special handling fees assessed by a carrier, due to inadequate or improper labeling of conference materials.

Packages bearing insufficient information to identify the conference or USE DATE once received will be held in our warehouse for a period not to exceed 30 days and will be returned to originating shipper 'freight collect'.

NOTE: WORKS OF ART, CRYSTAL, PRECIOUS GEMS AND/OR LIQUOR WILL NOT BE ACCEPTED.

CONFERENCE FACILITY SECURITY

Omni Amelia Island Resort will not assume responsibility or liability for damage or loss of any merchandise or articles brought into any function room and left unattended. It is strongly recommended that all valuables and personal belongings be removed from unoccupied conference facilities.