

SHIPPING INSTRUCTIONS

LABELING

Please address ALL conference materials to:

Omni Amelia Island Resort

39 Beach Lagoon Road

Fernandina Beach, FL 32034

South Atlantic Cardiovascular Society (SACS) / Guest name / Company Name

Box # _____ of _____

USE DATE: (first date you will use materials)

SHIPPING

- Conference materials should arrive at Omni Amelia Island **NO EARLIER THAN July 11th AND NO LATER THAN July 14th**
- All shipments must be prepaid.

DRAYAGE

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

\$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. **Please note you are responsible for payment.**

Name of Group / Convention: _____

Arrival Date: _____

Name of Guest: _____

Name of Company: _____

Billing Address: _____

E-mail: _____ **Telephone:** _____

NOTE: IF YOU DO NOT INCLUDE THE GROUP NAME SACS, GUEST/EXHIBITOR NAME, OMNI WILL NOT KNOW WHERE TO DELIVER TO

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 Resort 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.

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.