



GROUP EVENTS PACKAGE INSTRUCTIONS AND PRICING

INCOMING SHIPMENTS

Packages received at the hotel more than **3** days prior to the event will be subject to storage fees. Handling fees are assessed per package. Storage fees are assessed daily per package (after the 3-day grace period). All fees are subject to sales tax. Packages for exhibitors will be delivered to the convention location during the setup time.

Inbound Handling Rates

Weight	Rate
0-5 pounds	\$5.00
6-20 pounds	\$10.00
21-50 pounds	\$15.00
Over 50 pounds	\$25.00
Pallets	\$75.00

Daily Storage Rates

Weight	Rate
0-5 pounds	\$1.50
6-20 pounds	\$3.00
21-50 pounds	\$4.50
Over 50 pounds	\$7.50
Pallets	\$22.50

Improperly labeled packages will guarantee delays in receiving your materials. Please address incoming packages as follows:

The Lodge at Gulf State Park, A Hilton Hotel
ATTN: Your Name (the person receiving the package),
Convention Name (The name of the conference or event
that you are attending), Your booth or business name.
21196 East Beach Blvd.
Gulf Shores, AL 36542

OUTGOING SHIPMENTS

You must provide your own shipping label and schedule a pickup with your shipper to send outgoing packages from the hotel. **Shipping companies will not take packages without a scheduled pick-up.** Pickups can be scheduled when generating your label online. You can also call your shipper to schedule pick-ups. Properly labeled outgoing shipments can be left in the exhibit area and will be delivered to our loading dock for your scheduled pick-up. Do not bring outgoing shipments to the front desk. Improperly labeled outgoing shipments will be delivered to Loss Prevention as a lost and found item and discarded after 30 days.

UPS PICKUPS: https://wwwapps.ups.com/pickup/schedule?loc=en_US

FEDEX PICKUPS: <https://www.fedex.com/en-us/shipping/schedule-manage-pickups.html>