

SHIPPING/RECEIVING INSTRUCTIONS

Embassy Suites Charlotte/Concord Golf Resort and Spa is prepared handle your inbound and outbound shipments form all carriers.

All materials, equipment or freight sent to the property during contracted move-in must be clearly marked to indicate intended receiver and name of event. You may send supplies for your program directly to the hotel, reference the name of your event/program and attention your Conference and Event Manager (See Labeling Instructions)

How to address packages and freight shipped to the property:

Embassy Suites Charlotte/Concord Golf Resort & Spa

5400 John Q. Hammons Drive NW

Concord, NC 28027

HOLD FOR:

(CEAg World Conference and Expo - Nov 10-11)

(Company name) (Booth No.)

(Individual attending the show)

ATTN: Kristen Thibault Embassy Suites Conference & Event Manager

Number of Boxes (1 of 2, 2 of 2, etc.)

(Inform carrier of center hours and phone number.)

Packages/Large Cases:

Can be received by the hotel as standard shipment.

Freight Deliveries:

Deliver to large roll up garage door on main level of hotel / Location is on the left side of hotel - Lift Gate preferred (see map for location)

- Should the delivery vehicle not have a lift gate - a fork lift will be needed - this needs to be scheduled with the hotel. Please contact your show's designated Conference & Event Manager. EMAIL: kristen.thibault@atriumhospitality.com
- The fee for the fork lift & operator is \$350.00 ++ per day - 3 hour minimum; \$75.00++ per hour after 3 hours for that specific day.
- Roll up door dimensions:
 - o External 14' wide, 12' high
 - o Internal 11' wide, 12' high

Receiving & Shipping fees:

Pallet or pkg over 250 lb - \$250 per item per shipment

Oversized packages (More than 50lbs)/Pelican Case - \$100 per package

Standard Packages (Up to 50lbs) - \$50

NOTE: All drayage must only be delivered (3) business days prior to the event and between the hours of 9:00am – 5:00pm. A fee of \$50 per day for all days prior to 72 hours

All pickups must be scheduled for the last day of the event. If the event concludes on a Saturday or Sunday and the shipping provider does not accommodate weekend service, pick up must be scheduled first thing Monday morning following the close of the show.

All outgoing shipments must be packaged, labeled and scheduled for pick up directly by the vendor- the hotel does not have in-house shipping services or materials for vendors to use. Pallets must be shrink wrapped & self-contained.

Should drayage remain behind 24 Hours after the show, a \$250.00 charge will apply to the individual's credit card that made the arrangement.