

# OMNI HOTELS & RESORTS<sup>®</sup> amelia island plantation

## INBOUND SHIPPING PAYMENT FORM

Inbound shipping is handled by the Omni Amelia Island Plantation Resort; per-box package handling fees apply. Please use this form to submit payment in advance of your packages arriving at the Omni.

Charges will be assessed for all packages/boxes handled by Omni Amelia Island Plantation:

- \$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.

### PAYMENT Information for Drayage (receiving packages/shipments at the hotel)

Company: \_\_\_\_\_ Booth \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Customer/Guest Signature: \_\_\_\_\_

OR

Charge to the Room of: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Confirmation #: \_\_\_\_\_

**Submit this page and payment information, in advance of your shipment arriving at the Omni, by faxing it to**

**904-277-5909 or via email to Wayne Alligood & Laura St. Pierre at**

**[walligood@omnihotels.com](mailto:walligood@omnihotels.com); [laura.st.pierre@omnihotels.com](mailto:laura.st.pierre@omnihotels.com).**

Omni Amelia Island Plantation 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