

OMNI

RICHMOND

Shipping Instructions

All packages should be addressed as follows:

Group Name
Omni Richmond Hotel
100 South 12th Street
Richmond, VA 23219
Attention: (Hotel POC)

Shipments will be received no more than 3 days prior to the event. Handling fees do apply for all shipments received. The Exhibitor information portion below must be completed in order for your shipment to be received by Omni Richmond Hotel.

All exhibitors are responsible for arranging deliveries and pick ups, as well as their costs. Please remember to provide shipping labels for your carrier of choice if you need to ship items following the event. Failure to provide this completed form will result in the shipment being refused.

We reserve the right to refuse to accept packages that appear damaged, and in any event, we cannot assume any liability for the condition of the contents of any package. A box handling fee will be charged according to the scale below.

Handling Charges:

Boxes of 1-25 lbs:	\$10/Box
Boxes of 26-50 lbs:	\$15/Box
Boxes of 51-100 lbs:	\$25/Box
Boxes of 101-150 lbs:	\$35/Box
Boxes of 151-200 lbs:	\$55/Box
Boxes over 200 lbs:	\$35/100 lbs

Boxes stored over 72 hours
will be assessed an
additional storage fee of
\$15/box/day.

Exhibit Company

Name: _____

Event

Name: _____

Contact Name: _____

Name: _____

Contact: _____

Phone: _____

Address

City _____ State _____

Zip

Email _____

Credit Card #

Exp _____

Name on Card

Carrier

_____ Tracking # _____

Pkg

Weight(s) _____ Tracking # _____

Pkg

Weight(s) _____ Tracking # _____

Pkg

Weight(s) _____ Tracking # _____

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LOADING DOCK:

If you have large quantities of materials that you are transporting, we do have a loading dock available for use. Loading dock is accessed from CANAL STREET. The ramp goes beneath the building and is on the right side of CANAL ST., just past the 12th street stop light. Omni docks are the first 2 docks on the far right as you enter the loading area. There is a lift available as well as a freight elevator.

Please contact Titus Jones if you require use of the dock: Direct (804) 344-7221 or Email: Titus.Jones@omnihotels.com

If you ship items to the Omni Richmond hotel, your items will be available for pick up in the Exhibit area during the Load In times listed above.

LOAD OUT:

Please note that handling fees will apply for load out. **All exhibitors are responsible for arranging pickups. Pickups only occur Monday – Friday.** Shipping & Handling costs will be posted to the Group master account. It is at the group's discretion to collect reimbursement from any Exhibitors.

Please remember to provide shipping labels for your carrier of choice if you need to ship items following the event. Please complete and submit a separate form for return shipping. Failure to provide this completed form will result in the shipment being delayed.

Please pack your boxes, affix shipping label and leave on your exhibit table. Omni staff will collect items and transport to pick up area.