

# 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:	_____	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 #	_____

Return form via email: [Titus.Jones@omnihotels.com](mailto:Titus.Jones@omnihotels.com)



#### 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](mailto: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.