

RECEIVING/STORAGE

The following are the rates and guidelines for Inbound and Outbound Packages/Materials handling that are routed through the Galt House Shipping and Receiving Department to your guest room and/or function/registration space:

STANDARD PACKAGE DELIVERY

Letter/Small Box (8" x 8" x 2") No Charge

Box – 12" x 18" x 2" \$ 5.00 per box

Box/Display Case:

Less than 75lbs. \$ 10.00 per box

Greater than 75lbs \$ 25.00 per box

FREIGHTLINER DELIVERIES

Freighted Skid/Crate (4' x 4' x 4')

Less than 250 lbs. \$ 75.00 per skid/crate

Greater than 250 lbs. \$150.00 per skid/crate

Individual Carrier and Freightliner charges above and beyond the prices above are the responsibility of the individual group attendee and/or group contact.

Normal delivery consists of any standard package delivery through carriers such as Federal Express, UPS, Airborne Express, etc.

Freightliner deliveries consist of those deliveries made by a freight/storage company that handle large, oversized/over-weighted shipments.

All packages stored at the hotel in excess of 14 days will be charged a daily rate of **\$5.00 per day.**

Any **items stored in excess of 90 days** will be disposed of at the discretion of the shipping/receiving department.

Payment for all shipments Inbound/Outbound from the Galt House may be made to your Guest Room Account, Credit Card and/or the Group Master Account. **Charges to the Group Master must receive direct approval from the Group Contact in advance.**

LABELING OFFICIAL CONVENTION MATERIAL INBOUND TO THE GALT HOUSE HOTEL:

(For Group Shipments)

Attn: Group Contact/Exhibitor Name (YOUR NAME)

Name of Convention & Event Dates

Registration/Office Location/Exhibit Area (if known)

Galt House Hotel

140 N. Fourth Street

Louisville, KY 40202

*****OFFICIAL CONVENTION MATERIALS*****

Upon arrival, if we have received your shipment in advance, you will receive notice at check-in.

Requests for delivery of your Inbound materials as well as arrangements for Outbound materials should be made to one of the following team members at the Galt House:

Convention Coordinator, Bell Staff, Front Desk or directly to the Shipping Manager

If you have any questions, please contact your Convention/Catering Services Manager and/or our Shipping Manager at 502-589-5200 x 4176.