

## Crowne Plaza Shipping Policy and Materials Handling/Storage

### STORAGE FEES:

The Crowne Plaza will receive and store shipments up to 36 hours (3 business days) prior to a show or meeting without assessing a storage fee. If shipments arrive prior to this time, a storage fee of \$50 per day will be assessed.

\*\*Packages with storage fees will not be delivered to the exhibit until payment of the storage fee is received.

\*\* The Crowne Plaza WILL NOT be held responsible for materials in storage or damage to materials.

### HANDLING FEES:

The heaviest piece that the hotel can accept complimentary is 50 lbs in one piece or any package that is on wheels. The Crowne Plaza does not have a loading dock, so large deliveries should be arranged with a lift gate truck. Arrangements for shipping packages that are on pallets or will require a fork lift must be set up prior to delivery and the following fees will apply:

Use of pallet jack to deliver to meeting room- \$75.00+ per delivery

Use of forklift to deliver to meeting room- \$125.00+ per delivery

Use of pallet jack or forklift to unload a delivery truck and deliver to meeting room - \$250.00+ per delivery

### SHIPPING ARRANGEMENTS:

It is the responsibility of the Exhibitor/Exhibiting Company to make arrangements for exhibit materials to be shipped out of the Crowne Plaza upon completion of the show.

This includes:

1. Packing the materials
2. Provide and Complete Paperwork/Bill of Loading
3. Affix labels to containers
4. Call shipping company to arrange the pickup

\*\*All shipping is the responsibility of the shipper and MUST be prepaid. The Crowne Plaza WILL NOT assume any responsibility for shipping items left in an exhibit after a show.

\*\*Materials that have not been collected within 48 hours (2 business days) of the show will be discarded.

\*\*Shipments should be scheduled for delivery 8:00am-4:00pm Monday thru Friday.

### SHIPPING LABEL:

Please fill out accordingly:

"Name of the Conference" Hold for arrival on \_\_\_\_\_

Name of Exhibitor, Company, and Name of On-site contact

Crowne Plaza

4728 Constitution Ave.

Baton Rouge, LA 70808