

Shipping & Handling Information

- ❖ Due to limited space, Hotel Champlain cannot accept advance freight shipments more than 3 business days before your contracted event. Any package delivered more than 3 business days before or picked up 3 business days after an event will be charged a \$10 storage fee per day.
- ❖ All packages for exhibitors will be delivered to room Montpelier A, which will be used as Discover New England's office during the event.
- ❖ Packages for event may be delivered to your table by Discover New England or may be available for pickup in Montpelier A after 10:00 AM and before 3:00 PM on Monday, April 13.
- ❖ Shipping Address
 - Hotel Champlain**
 - Attn: DNE Summit / Date: April 13 / Exhibitor Name / Point of Contact**
 - 60 Battery St.**
 - Burlington, VT 05401**
 - Box _____ of _____**
- ❖ Post-event, every package needing to be shipped from the hotel must include a completed shipping label with payment information. The carrier must be called to schedule a pick-up. If information is missing or carrier is not called, the package will not be picked up.
- ❖ Cost for Packages Delivered to Hotel (per package)
 - Under 25 lbs. \$ 5 / each
 - 25 lbs. or Over \$ 25 / each
 - Pallet / Crate \$100 / each
- ❖ Charges must be paid by each vendor or charged to a guest room. Hotel utilizes secure e-sign technology.

Contact Sherri Neumann / Director of Convention Services at 802.589.5036 or sherri.neumann@aimbridge.com with any questions or concerns.

Shipping & Handling Form

Event Name: _____

Event Date: _____

Exhibitor Name: _____

Point of Contact: _____

Phone #: _____

E-mail: _____

Circle Carrier: USPS FedEx UPS

Expected Arrival Date: _____

<u># Packages</u>	<u>Charge</u>	<u>Subtotal</u>
___ Under 25 lbs.	\$ 5	\$ ___
___ 25 lbs. or Over	\$ 25	\$ ___
___ Pallet / Crate	\$100	\$ ___
 Total:		\$ ___

Please complete form and email sherri.neumann@aimbridge.com