

### Shipping and Receiving Charges:

- The following charges will apply for package handling of packages and will be charged to the recipient's hotel room unless other arrangements are made. **Fee is in addition to carrier charges.**
- **Charges will apply to inbound AND outbound packages.**
- | <u>Packages</u> | <u>Handling fee:</u> |
|-----------------|----------------------|
| Boxes           | \$5.00 per box       |
| Pallets         | \$100.00 per pallet  |

### Inbound Shipping:

- ***Package shipments are to be sent to Kingsmill Resort's Loading Dock at 1010 Kingsmill Road, Williamsburg, VA 23185***
- Kingsmill Resort loading dock will accept deliveries between 8:00am – 2:00pm (Mon-Fri). The Receiving Manager, Barry Akers can be reached at 757-253-8299, ext. 5346.
- **Include the ElectriCities Annual Conference group name, and the contact person's name on the package. You should also add "care of" Ange Imburgia at Kingsmill.**
- Deliveries outside of loading dock receiving hours should be arranged in advance **with Barry Akers at 757-253-8299, ext. 5346.**
- **Oversized orders or pallets:** Notify the Kingsmill Resort loading dock in **ADVANCE BEFORE shipping OVERSIZE products or PALLETS.** Include the dimensions of oversize products.
- **NOTE:** If oversize items are shipped to the loading dock, and the truck is not equipped to unload the product, Kingsmill may have to rent a forklift and pass the cost on to the customer. **Kingsmill does NOT have a forklift at the loading dock to lift heavy items, so it is imperative that you call ahead.**
- Kingsmill can accept and store deliveries no more than 2-weeks prior to the start of the event which is Sunday, August 11, 2019. If delivered prior to that date, then a \$50.00 per day storage fee will apply.

### Outbound Shipping

- A \$5 per box or \$100 per pallet handling fee will be charged for outbound shipments.
- Any outbound exhibit materials must be picked up by the designated carrier of your choice no later than forty-eight (48) hours after exhibit close-out; otherwise a \$50 per day storage fee will be applicable.
- Items must be prepared for shipping to include any labels and ship to addresses, and account numbers to be billed to the party shipping the materials back.
- **NOTE information above on OVERSIZE PRODUCTS or PALLETS.** You must make arrangements for the product to be picked up and loaded, or arrange with Kingsmill in advance. Charges will apply.