

SHIPPING AND RECEIVING

It is advised that all materials arrive no earlier than three (3) days prior to the event; items arriving earlier than the date of the event will be assessed an appropriate fee. The CS manager should be contacted immediately to determine the status of refusal or acceptance of such packages.

Below is the recommended labeling format for all incoming packages to the Omni Atlanta Hotel at CNN Center, Atlanta, Ga.

Individual Guest Package

Guests name
Date of Arrival
Omni Atlanta Hotel at CNN Center
100 CNN Center
Atlanta, GA 30303

Group Packages

Guest name (receiving package)
Conference or group name
Conference dates
Omni Atlanta Hotel at CNN Center
100 CNN Center
Atlanta, GA 30303

All guest packages will be charged per item upon arrival by the purchasing department with the exception of envelopes, which will be complimentary. Non-registered guests will need to be charged depending on the delivering department. Any package arriving earlier than three (3) days prior to the guest's arrival will be charged an additional fee for storage of \$3.00 per box and \$15.00 per pallet or crate. The Hotel has only limited storage space.

Shipping and Receiving Charges

Outgoing Charges

- | | |
|--------------------------------|--------------------------|
| • Handling fee | 60 cents per pound |
| • Pallets: | \$30.00 per pallet |
| • Corrugated boxes (outgoing): | \$5.00 per box plus tax |
| • Roll of tape: | \$6.00 per roll plus tax |
| • FedEx boxes: | Complimentary |

Incoming Charges

- | | |
|------------------------------|----------|
| • Letters, flat packages | \$5.00 |
| • 0 - 10 lbs per package | \$20.00 |
| • 11 – 20 lbs per package | \$30.00 |
| • 21 – 30 lbs per package | \$40.00 |
| • 31 – 40 lbs per package | \$50.00 |
| • 41 – 75 lbs per package | \$75.00 |
| • 76 lbs. or higher (pallet) | \$150.00 |

**These charges are in addition to the individual carrier shipping services.*

Prices include receiving, tracking and one-Away delivery to meeting rooms or guest room. Additional fees will apply for unusually large deliveries and/or multiple room deliveries. Please note that the Omni Hotel at CNN Center does not accept exhibitor material, as an outside exhibit company must be utilized for the drayage of exhibit shows.

OUTGOING PACKAGES

- FedEx is the preferred out-going shipper for all hotel related items. Guest shipments should be directed to FedEx as it is the preferred vendor.
- All boxes, shipping request forms, air bills, etc. will be provided by the Procurement Department for all hotel related items. The bellstand will have available shipping airbills for all guest and after hours shipping. Complete billing information must be provided for all shipments.
- Guest should complete the appropriate air bill prior to departure from the hotel. A copy of the shipping document can be provided to the guest for their records.
- A handling fee may be assessed for all out-going guest packages. .
- All items that are ship out will be deposited in the area outside of the Procurement Department. A log of all out-going items is on the clipboard on the wall. These items should be logged by the shipper daily.
- FedEx has a scheduled afternoon pick-up at the package room. Business days are Monday – Friday. All packages for ship out must be in the Package Room prior to 3:00 PM daily.
- All “special” pickups will be called in by the Procurement Department. The pickup number will be recorded in the pass-on book and placed with all outgoing packages.
- If for any reason a pickup is missed by a courier, the Procurement Departments personnel will contact the guest to notify them.