

PACKAGES



A package room is available for receipt, holding, and delivery of small packages to guests in rooms and meeting spaces. The package room may not be used as storage, nor will it be available to store exhibits or large crates in an effort to avoid the group's contracted drayage company. It is requested that packages arrive at the Hotel no earlier than five (5) days prior to the date required. No freight will be accepted after 5:00 pm.

Convention and meeting materials should be labeled and identified as follows:

Rosen Shingle Creek

Group Name/Dates:

Hold for:

Arrival Date:

Attn: Name of Convention Services Manager

9939 Universal Boulevard

Orlando, FL 32819

Shipping Department 1-407-492-0293

RSC Direct 1-407-996-9939

Charges for all incoming materials will be assessed and charged at a rate of \$1.00 per pound. Pallets will be charged at the same rate with a maximum charge weight of 400 pounds for each pallet received. Storage for boxes received more than 5 days prior to the group's (or recipient's) arrival, an additional charge of \$5 per box per day, and \$50 per pallet per day will be incurred. For shipping out, pre labeled packages will be charged at a rate of \$10 per box, \$15 per plastic container and \$100 per pallet.

Transporting of packages is available to Rosen Shingle Creek Convention/Conference attendees and are managed on-site. Services include transporting inbound shipments sent to or outbound shipments sent from Rosen Shingle Creek.