



Vendor Package Handling

Package label must read as displayed below (example 1). The name on packages must be the guest onsite. The onsite guest will need to have all the package tracking numbers to verify all packages were delivered to the hotel. Guests will retrieve and pay the handling fee for packages at the front desk.

EXAMPLE 1: Label Package

Ship To Attn: Guest Name picking up package.
FSOMA 2024 Conference/Vendor Name & Booth #
THE FLORIDA HOTEL & CONFERENCE CENTER
1500 Sand Lake Rd | Orlando, FL 32809

DRAYAGE

Delivery of boxes & pallets to the hotel is subject to a receiving/handling fee.

- All incoming packages and special deliveries: \$10.00 per piece
- Pallets up to 500 lbs. - \$100.00 per pallet; over 500 lbs.: \$200.00 per pallet

For large deliveries, shipping instructions must include the following:

- Delivery trucks must have a lift gate.
 - For inside delivery, a \$5.00 per day storage fee will apply after the fifth day of storage up to 30 days. After 30 days packages will be returned to the sender.

The hotel reserves the right to refuse shipments that exceed our capacity to handle or store. Prices are subject to change.

Hotel contact for additional questions:

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