



## Shipping/Receiving Procedures

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### **Please address all packages:**

Omni Shoreham Hotel  
Attn: (Guest Name/Exhibitor Company Name)  
Conference: **Hot Topics in Neonatology, Dec 5, 2010**  
2500 Calvert Street NW  
Washington DC 20008  
202 - 234 - 0700

### **Small packages under 10 lbs.** (Similar in size to a FedEx envelope)

- A \$5.00 service fee will be applied on each package received
- Will be accepted a maximum of 2 business days prior to arrival
- Packages will be available at the Concierge Desk between the hours of 7am – 11pm

### **Packages over 10 lbs.**

- A fee of \$33.00 per 100 lbs., or part thereof, will be charged for all items. This fee includes receiving the items and delivering them to your specified location one time. If the items are moved additional times, additional fees will apply.
- The above fees are based upon each shipment received, not collective totals
- Packages will be accepted a maximum of 2 business days prior to arrival. Items received prior to this will be charged a double rate.
- Packages will be available between the hours of 7am – 6pm (M-F) & 7am- 2pm (Sat-Sun) through the receiving department.
- **In addition to the hours above, the Receiving Department will also be available during the Sunday, Dec 5<sup>th</sup> exhibitor set up period and all properly labeled packages will be delivered to the Exhibit area in advance of the set up time.**

### **Courier/Truck or Vehicle delivery of Materials.**

- Hotel staff will not unload or load any vehicle. All deliveries of packages MUST use the Loading dock. The Dock is 12x5, a lift gate is recommended and you will need an appointment to unload. Please call 202-756-5130 and specify that you are delivering for the Hot Topics in Neonatology Conference.
  - Any items arriving via pallet will be received but must be removed from the pallet before being delivered to any meeting space. Once removed, the freight will be assessed at \$33.00 per 100 lbs.
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