



SHIPPING AND HANDLING CONVENTION SERVICES

NUMBER OF PACKAGES	WEIGHT	FEE	IMPORTANT NOTES
0 – 5	20 LBS. or less	Complimentary	
0 – 2	21 - 45 LBS.	Complimentary	
6 or more	20 LBS or less	\$2.50 per box	*Hand trucks availability must be confirmed through hotel convention service department.
3 or more	21 – 60 LBS.	\$4.50 per box	*Additional service/labor fees may apply for 15 boxes or more.
1 or more	Over 60 LBS.	\$10.00 per box	*Additional service/labor fees may apply for 10 boxes or more.
	Pallets		Arrangements for pallets must be handled by client. Hotel does not provide pallet jack or have sufficient space for storage Please call for more information if required
DRAYAGE		Call for more information.	

SHIPPING INSTRUCTIONS:

1. Shipment and handling fees must be confirmed with hotel, prior to shipping. Contact the Catering/Convention Services Department at the Wyndham Gettysburg (717) 339-0020 for more information.
2. The Wyndham Gettysburg does not accept any responsibility in delayed, mislabeled, previously damaged or cash on delivery shipments.
3. Full payment is due (3) business day prior to delivery, unless otherwise contracted.
4. Shipments must not be delivered no earlier than (5) five days prior to event date.
5. Due to limited storage, un-retrieved or left shipment(s) may be discarded by hotel at no fault, if shipment(s) are not claimed within (15) fifteen days of the event date. Pallets must be retrieved immediately (cannot be stored).
6. Return shipments are not the responsibility of the Hotel. Return shipments must be confirmed by client.
7. Shipping supplies (postage, boxes, labels, tape, bubble wrap, etc.) – are subject to additional fees at current rate of supply.
8. Shipping insurance, tracking services, damage insurance is at the sole discretion of the client. The hotel does not provide shipping insurance nor accept responsibility in shipping/delivering.
9. All shipments should be labeled accordingly;
 - **Group Name/Event Name**
 - **Event Date (if space provided)**
 - **Your Name and organization**
 - **Your Contact Information**
 - **c/o Convention Service Manager (His/Her Name)**
 - **Wyndham Gettysburg, 95 Presidential Circle, Gettysburg, PA 17325**
 - **Handling instructions if apply**