

OMNI HOTELS & RESORTS[®] richmond

Shipping Instructions

All packages should be addressed as follows:

VGFOA 2021 Fall Conference – Your Exhibitor Company Name

Omni Richmond Hotel

100 South 12th Street

Richmond, VA 23219

Attention: (Exhibitor Contact Person @ Hotel) & Nancy Kilb, CSM

Shipments will be received no more than 3 days prior to the event. Handling fees do apply for all shipments received. The Exhibitor information portion below must be completed in order for your shipment to be received by Omni Richmond Hotel.

All exhibitors are responsible for arranging deliveries and pick ups, as well as their costs. Please remember to provide shipping labels for your carrier of choice if you need to ship items following the event. Failure to provide this completed form will result in the shipment being refused.

We reserve the right to refuse to accept packages that appear damaged, and in any event, we cannot assume any liability for the condition of the contents of any package. A box handling fee will be charged according to the scale below.

Handling Charges:

Boxes of 1-25 lbs: \$10/Box
 Boxes of 26-50 lbs: \$15/Box
 Boxes of 51-100 lbs: \$25/Box
 Boxes of 101-150 lbs: \$35/Box
 Boxes of 151-200 lbs: \$55/Box
 Boxes over 200 lbs: \$35/100 lbs

Boxes stored over 72 hours will be assessed an additional storage fee of \$15/box/day.

Exhibit Company Name: _____ Event Name: _____

Contact Name: _____ Contact Phone: _____

Address _____ City _____ State _____

Zip _____ Email _____

Credit Card # _____ Exp _____

Name on Card _____

Carrier _____ Tracking # _____

Pkg Weight(s) _____ Tracking # _____

Pkg Weight(s) _____ Tracking # _____

Pkg Weight(s) _____ Tracking # _____

Return form via fax: (804) 344-7256 or Email: nkilb@omnihotels.com