



HOTEL DEL CORONADO  
EST. 1888

# Drayage Charges



## DRAYAGE IS DEFINED AS

Receipt of common freight and crated exhibits at Hotel del Coronado from an outside carrier or exhibitor's vehicle. Charges for set-up or breakdown of materials are not included.

## MEETING PLANNER DRAYAGE POLICIES & CHARGES

- Materials should not be shipped to arrive more than three business days prior to the start of the conference.
- Drayage includes conference registration material shipped by Group for utilization at the registration desk or any function other than Exhibit Hall.
- Initial 100 lbs. is complimentary. Beyond 100 lbs., the Group is charged \$50 per seventy-five pounds (75 lbs.) or parts thereof.
- Drayage will be posted to master account at end of group's stay.

**NOTE:** Any Exhibitor material received by the Hotel before the actual day of scheduled exhibit set-up will be assessed the standard drayage fee outlined above regardless if a Exposition Service Company name is placed on material. This will be in addition to any fees paid to the Exposition Service Company by Exhibitor. No material is refused unless shipped Collect.

## EXHIBITOR DRAYAGE

- Drayage that is not covered by the meeting planners or groups as outlined in the sales agreement.
- Includes any common freight and crated exhibits sent to Hotel del Coronado from an outside carrier or exhibitor's vehicle.
- Charges for storing or moving all materials are as follows:
  - \$5 per each box (pallets broken down will be charged by number of boxes)
  - \$50 per pallet instructed not to break down
  - \$25 per crate
  - \$25 per exhibit case

## PAYMENT OF EXHIBITOR DRAYAGE

1. After quantity of drayage assessed by mailroom, bill will be prepared for exhibitor.
2. Exhibitors must sign drayage charges and indicate payment method before release of materials.
3. Payment may be made via guest account (if the exhibitor is a hotel guest) or credit card.
4. Bill will be emailed within 3 days of Exhibit Show end.

## EXHIBITOR/MEETING PLANNER STORAGE AREAS AND ONSITE CONTACTS

- Upon arrival on property, packages/freight that have arrived at the hotel will be stored in a secured storage room.
- Please contact the hotel Events & Catering Coordinator on duty to arrange delivery of your packages. They can be reached by dialing x 8885 from a guestroom or house phone. Once you are in contact with the Meeting & Event Coordinator, information regarding location and transport of materials can be arranged.

## SENDING YOUR MATERIALS

Name of Convention & Event Dates  
Client Name or Exhibitor Name (if applicable)  
Registration/Office Location (if known)  
Hotel del Coronado  
1500 Orange Avenue  
Coronado, CA 92118

\*\*\*OFFICIAL CONV./REG. MATERIALS\*\*\*

**DISCLAIMER:** Hotel del Coronado will not be responsible for materials that are addressed incorrectly. Please do not address materials to hotel staff or use only the convention or conference name. Hotel del Coronado is not responsible for the contents and any damage due to, but not limited to, fire, theft or water intrusion, unless such damage is caused by Hotel del Coronado's sole negligence.

## OUTBOUND CARGO

- Outbound cargo will be shipped per the instructions of the Group Planner, Individual or Speaker.
- All freight charges will be assessed to either the Group Master Account or the Individual/Speaker Account.
- A handling fee of \$5 per box if packaged properly by the user or a \$10 per box charge if the Hotel is required to box and seal the material will be charged to the proper group/individual account.

**NOTE:** Each label needs to be filled out completely. Guests are required to provide their own Fedex Account number for billing purposes.