

Shipping & Handling Information

- ❖ Due to limited space, Hotel Champlain cannot accept advance freight shipments more than 3 business days before your contracted event. Any package delivered more than 3 business days before or picked up 3 business days after an event will be charged a \$10 storage fee per day.
- ❖ All packages for exhibitors will be delivered to a pre-determined “Package Pickup Area”. This can be located through your event’s registration desk.
- ❖ Packages for events will be placed in the contracted space by the contracted setup time.
- ❖ Shipping Address
Hotel Champlain
Attn: Event Name / Event Date / Exhibitor Name / Point of Contact
60 Battery St.
Burlington, VT 05401
- ❖ Post-event, every package needing to be picked-up from the hotel must include a completed shipping label with payment information. The carrier must be called to schedule a pick-up. If information is missing or carrier is not called, the package will not be picked up.
- ❖ Cost for Packages Delivered to Hotel (per package)
 - Under 25 lbs. \$ 5 / each
 - 25 lbs. or Over \$ 25 / each
 - Pallet / Crate \$100 / each
- ❖ Charges must be paid by each vendor directly
- ❖ Hotel utilizes secure e-sign technology

Contact Sherri Neumann / Director of Convention Services at 802.589.5036 or sherri.neumann@aimhosp.com with any questions or concerns.

Shipping & Handling Form

Event Name: _____

Event Date: _____

Exhibitor Name: _____

Point of Contact: _____

Phone #: _____

E-mail: _____

Circle Carrier: ☒ USPS ☐ FedEx ☐ UPS

Expected Arrival Date: _____

# Packages	Charge	Subtotal
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____ Under 25 lbs. \$ 5 \$____

_____ 25 lbs. or Over \$ 25 \$ _____

_____ Pallet / Crate \$100 \$_____

Total: \$_____

Please complete form and email sherri.neumann@aimhosp.com