

## **SHIPPING / RECEIVING INFORMATION**

**INDIVIDUAL SHIPPING AND RECEIVING:** Any items being shipped not billed to the Master Account should be addressed as follows:

Keystone Resort Conference Center  
Attn: **Conference Name**  
Hold For: **Guest's Name or Booth #**  
0633 Tennis Club Road  
Keystone, Colorado 80435

**Note: Guest Services (ext. 4000) will deliver Individual shipments to the guest's room.** Charge for handling packages is \$10.00 per package for packages under 70 pounds. Packages, crates, carton, etc. over 70 pounds will be charged the rate of \$.25 per pound. The handling charge is applied to all packages received or shipped. United Parcel Service, Federal Express and Airborne Express are all shipping companies that can be used to ship to the above-mentioned address. Please **DO NOT** ship via US Postal Service to this address. Freight deliveries will also be accepted at the above address, however, it is the Group's responsibility to make arrangements with freight companies for inbound and/or outbound service.

**EXHIBIT SHIPPING AND RECEIVING:** Conference Center Shipping and Receiving team will deliver all packages to the booth listed on the package. Same above pricing applies