



SHIPPING AND HANDLING CONVENTION SERVICES

WEIGHT	FEE	IMPORTANT NOTES
20 LBS or less	\$3.00 per box	
21 – 60 LBS.	\$5.00 per box	
Over 60 LBS.	\$10.00 per box	
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

**Hand trucks availability must be confirmed through hotel convention service department.*

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 any earlier than (3) three 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 (75) seven 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 accepts 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**