

# EVENT INFORMATION | PACKAGES



## SHIPPING AND RECEIVING

The Galt House Hotel partners with The UPS Store for exhibit package deliveries.

Conference materials will be accepted by the hotel no more than three days prior to arrival. The packages may not be delivered earlier than three (3) business days prior to the start of the event. Storage Fees of \$5.00 per day | per package will be assessed for all packages arriving earlier than three (3) business days.

- Portage Fees will apply for the transportation of packages to the event space.
- To ensure proper tracking delivery to the event, the address label needs to include the following:

## LABELS FOR CONVENTION MATERIAL PACKAGES

### THE UPS STORE

325 W. Main St. Suite #150  
Louisville, KY 40202

**ATTN: Exhibitor** < Guest Name >

**HOLD FOR:** < Event Name / Arrival Date >

## LABELS FOR CONVENTION MATERIAL FREIGHT 150 lbs +

### THE UPS STORE

122 3<sup>rd</sup> Street  
Louisville, KY 40202

**ATTN:** < Group Contact >

< Exhibitor Name – Guest Name >

**HOLD FOR:** < Event Name / Arrival Date >

## PACKAGE RECEIVING – The UPS Store

Small Packages	1 – 10 lbs	\$10.00
Medium Packages	11 – 21 lbs	\$15.00
	22 – 30 lbs	\$20.00
	31 – 45 lbs	\$25.00
Large Packages	46 – 60 lbs	\$30.00
	61 – 100 lbs	\$50.00
	101 -150 lbs	\$75.00

Normal delivery consists of any standard package through carriers such as UPS, FedEx, DHL & Amazon

## FREIGHTLINER RECEIVING – The UPS Store

Small Packages	1 – 10 lbs	\$10.00
Medium Packages	11 – 21 lbs	\$15.00
	22 – 30 lbs	\$20.00
	31 – 45 lbs	\$25.00
Large Packages	46 – 60 lbs	\$30.00
	61 – 100 lbs	\$50.00
	101 -150 lbs	\$75.00

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