



Evermore Orlando Resort

Package Shipping Instructions

PREPARING YOUR SHIPMENT

Evermore Orlando Resort is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days and no more than one week prior to the event start or check-in date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Event Services Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Evermore Orlando Resort.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the Evermore Resort Package Services at **407.239.1998**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

PACKAGE LABELING STANDARDS AND EVERMORE ORLANDO RESORT CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o Evermore Orlando Resort
1570 Evermore Way
Orlando, FL, 32836
(Convention / Conference / Group / Event Name)
Box ____ of ____

Evermore Orlando Resort
1570 Evermore Way
Orlando, Florida, 32836

Phone: 407-239-1998
Email: distro.purchasing@evermoreresort.com

Evermore Purchasing and Receiving Hours of Operation:

Operating Hours

Mon – Fri: 7:00am - 5:00pm

Saturday: 8:00am - 4:00pm

Sunday: 8:00am - 4:00pm

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Resort nor Evermore Resort Orlando Guest Services provide such insurance. Neither the Hotel nor Evermore Resort Orlando Guest Service, nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Resort, you agree to be bound by any additional terms and conditions that the Resort or Evermore Resort Orlando Guest Service may establish from time to time for receiving and delivering of packages.



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SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact Evermore Package Services Office in advance of shipping their items to Evermore Orlando Resort with any specific questions. If you have any special needs such as after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to Evermore Package Service Office in advance of your event. Evermore does not currently offer refrigeration or cold storage.

PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, Evermore Package Service will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Evermore Orlando Resort. In cases where a drayage company or decorator is used, Evermore Package Service team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, Evermore Package Service will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor pack-ages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that Evermore Package Service team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

In most cases, Evermore Package Service will complete delivery or pickup of packages to guest suites at Evermore Orlando Resort, but please check with Package Services for specific delivery limitations that may exist. Evermore is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.

UPON YOUR ARRIVAL

Packages will be available for delivery from the Evermore Package Service's center. Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page. Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, Evermore Package Services requires the package recipient's signature before a package can be released from Evermore Package Services. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier air bill affixed to each package. Evermore Package Service currently does not offer packaging supplies (boxes, tapes, and etc.) for purchase. Outbound packages to be picked up by a third party courier should be coordinated in advance with a Evermore Package Service team member. Handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

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