

# RECEIVING/

The following are the rates and guidelines for Package and Freight Inbound/Outbound shipments for The Galt House Hotel. **The UPS Store**, located on the 2nd floor of the **SUITE Tower**, is the official **package** receiving and shipping center of the Galt House. **Freight Skids/Crates** are received through **the hotel receiving dock** located in the **RIVUE Tower**.

**Individual Carrier and Freightliner charges above and beyond the prices listed are the responsibility of the individual group attendee and/or group contact.**

**If the proper address is not used shipments may be delayed and additional costs may be incurred.**

## PACKAGE RECEIVING-The UPS Store

Letter	15oz or less	\$3.00
Small Package	1-10 lbs.	\$7.00
Medium Packages	11-21 lbs.	\$10.00
	22-30 lbs.	\$15.00
	31-45 lbs.	\$20.00
Large Packages	46-60 lbs.	\$25.00
	61-100 lbs.	\$45.00
	101-150 lbs.	\$65.00

Normal delivery consists of any standard package through carriers such as UPS, FedEx, DHL, USPS.

## LABELING CONVENTION MATERIAL: PACKAGES

**Exhibitor Name (GUEST NAME)**  
**THE UPS Store**  
**325 W. Main St. Suite #150**  
**Louisville, KY 40202**

## FREIGHTLINER RECEIVING-The Galt House

Freighted skid/crate	(4' x 4' x 4')
Less than 250 lbs.	\$100.00 per skid/crate
Greater than 250 lbs	\$200.00 per skid/crate

Freightliner deliveries consist of those deliveries made by a freight/storage company that handle large, oversized/over-weighted shipments.

## LABELING CONVENTION MATERIAL: FREIGHT

**Group Contact/Exhibitor Name (GUEST NAME)**  
Name of Convention & Event Dates  
The Galt House Hotel  
140 N. Fourth Street  
Louisville, KY 40202

## OUTBOUND SHIPPING

The UPS Store can handle your return package shipments, but if you chose to use a company account number; please have boxes labeled with electronic labels or waybills. Contact The UPS Store for any questions concerning your shipping needs.

Freightliner outbound questions should be directed to The UPS Store.

**Note that on any non UPS outbound shipment there is a \$5.00 per package handling fee.**

Items can be shipped to the hotel **7 days** in advance of the conference. All packages stored at the hotel in excess of 7 days will be charged a daily rate of **\$5.00 per day**.

Any **items stored excess of 14 days** post conference will be disposed of at the discretion of the management. Payment for all shipments Inbound/Outbound from The UPS Store or The Galt House may be made to your Guest Room, Credit Card and /or the Group Master Account.

**Charges to the Group Master must receive direct approval from the Group Contact in advance.**

Request for delivery of your Inbound materials as well as arrangements for Outbound materials should be made to one of the following The UPS Store, The Bell Stand, or Convention Services .

If you have any questions, please contact your Convention Services/Catering Manager.