

### **Shipping & Storage**

The following are the rates and guidelines for packages and materials that are routed through the Shipping and Receiving Departments of the Crowne Plaza Louisville Airport.

- \$4.00 per item (minimum) – normal delivery (70 pounds)
- \$75.00 per skid/crate – normal delivery (250 pounds)
- \$10.00 per box over 75 pounds and less than 100 pounds
- Additional charges will be incurred for oversize/overweight packages.
- \$75.00 per skid/crate minimum – weighted freight (250 pounds)
- \$100.00 per crate – for each 250 pounds (max. 500 lbs)

**There is not a raised loading dock at the Crowne Plaza Louisville Airport. All skids or oversized/overweight deliveries must be made on vehicles with lift-gates.**

Provisions must be made for off-loading of any crate that is in excess of 500 pounds by calling the hotel Catering Manager at least two weeks prior to delivery to arrange for rental of a forklift at an additional charge, dependent on the size of the crate.

Normal delivery consists of any standard package delivery through normal carriers such as Federal Express, UPS, Airborne Express, etc. When normal delivery arrives on a skid or crate, the rate, which benefits the guests, will apply. For example: A skid with 15 small/medium boxes delivered to the Shipping & Receiving Department would incur charges of \$4.00 per box to total \$60.00, instead of the \$75.00 charge.

Freightliner deliveries consist of those deliveries made by freight/storage companies that handle large, oversize shipments not normally handled by your normal package carriers. Standard charge is \$75.00 per skid (based on 4x4x4 size). Any delivery in excess of this standard size or in excess of the weight limit of 250 pounds will be charged \$100.00 per 250 pounds.

***The Crowne Plaza Louisville Airport does not unload any oversize/overweight packages.***

**A storage rate will be charged to all guests that have packages stored on the hotel property for more than 7 days. Any item stored in excess of 14 days shall be disposed of. Letters and small boxes (8" x 8" x 2") will be delivered to the Front Desk at no charge.**

**All packages/freight must be addressed to:**

Company contact person  
Name of the conference or meeting  
Date of the conference or meeting  
Crowne Plaza Louisville Airport  
830 Phillips Lane  
Louisville, KY 40209-1387

***Do not put any Hotel employee's name on the package.***