



## FREIGHT POLICY

Please be aware that the following are rules and regulations regarding freight to and from this property. Due to a shortage of storage, it is necessary to adhere to these policies and procedures to alleviate loss or theft of your company's articles sent to the hotel prior to group arrival. **The hotel does not have a raised dock or forklift.**

### THIS POLICY MUST BE GIVEN TO ALL EXHIBITORS

#### RECEIVING

1. All acceptable ground freight must be shipped prepaid. We will not accept COD's.
2. Freight above 200 pounds will only be accepted on the day of the event, and the hotel will not be involved with the unloading. Any Freight over 200 pounds **must be approved** by the hotel. Hotel **must be informed** of all freight prior to arrival. **Shipment may be refused if hotel has not been contacted.**
3. There is a \$50.00 per day storage fee of **non-approved ground freight received to the hotel**, to be paid by the exhibitor or show manager.
4. The Hotel assumes no responsibility for articles sent to or from this property, unless pre-approved by the hotel meeting and convention coordinator.
5. Regular shipments will be accepted three (3) days prior to group arrival and must be labeled with group name, day or days of meeting/show.
6. Should extenuating circumstances arise **with prior notice** and it becomes necessary to utilize hotel staff for unloading, a charge of \$45.00 per hour per person will apply. (1-hour minimum) 7 a.m. – 4 p.m., Monday through Friday...straight time. All other times will be time and a half.

#### SHIPPING

1. Arrangements to ship freight from the property must be made directly through the freight company used by show management or your company. It is the responsibility of the customer make arrangements for return shipping of any packages, including UPS, Fed-EX etc.
2. If prior arrangements have not been made for UPS, Fed-Ex or Air Freight etc., the hotel may apply a \$50.00 per day storage fee.
3. Fed-Ex can be sent only with company billing codes.

Thank you for your anticipated cooperation in these matters. Please sign and return one copy to the Holiday Inn By the Bay, Sales Office, 88 Spring Street, Portland, ME 04101-3924.

Accepted and agreed to on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Exhibitor

Signature \_\_\_\_\_ Company \_\_\_\_\_

**Holiday Inn By The Bay  
88 Spring Street  
Portland, Maine 04101  
Phone: 207-775-2311  
Fax: 207-772-4017**