



Embassy Suites Shipping and Receiving

Embassy Suites 5055 International Bld., North Charleston, SC 29418 phone: (843) 747-1882

Due to limitations in secured storage space, the Hotel will only accept packages as follows:

- Boxes/packages may be sent for arrival a **maximum of 48 hours** prior to group arrival.
- All packages **must be marked** with the following:

HOLD FOR: (Insert Name of Responsible Party)

Name of Group

First Day of Event

Number of Boxes

Any Special Instructions

HOTEL RECEIVING COSTS:

Boxes up to 36" x 24" x 24" \$5.00 per box

Larger boxes / display cases \$10.00 per box

Pallets \$75 per pallet

Hotel will not be responsible for any shipping charges, damages or loss to any packages or boxes.

For additional information regarding shipping/receiving of conference materials, please contact the Embassy Suites, North Charleston directly at (843) 747-1882.