

RECEIVING/STORAGE

Below are the rates and guidelines for Inbound and Outbound Packages/Materials handling that are routed through the Galt House Shipping and Receiving Department to your guest room and/or function/registration space:

STANDARD PACKAGE DELIVERY

Letter/Small Box (8" X 8" X 2")	No Charge
Box (12" X 18" X 2")	\$ 5.00 per box
Box/Display Case:	
Less than 75lbs	\$ 10.00 per box
Greater than 75lbs	\$ 25.00 per box

FREIGHTLINER DELIVERIES

Freighted Skid/Crate (4' X 4' X 4')	
Less than 250 lbs	\$ 75.00 per skid/ Crate
Greater than 250 lbs	\$ 150.00 per skid/ Crate

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

Normal deliveries consist of any standard package delivery through carriers such as Federal Express, United Parcel Service, Airbourne Express, etc. Freightliner deliveries consist of those deliveries made by a freight/storage company that handles large, over-sized/over-weighted shipments.

All packages stored at the Hotel in excess of 14 days will be charged a daily rate of \$5.00 per day. Any items stored in excess of 60 days will be disposed of at the discretion of the Shipping/Receiving department.

Payment for all shipments, Inbound or Outbound, from the Galt House may be made to your Guest Room Account, Credit Card and/or the Group Master Account. Charges to the Group Master must receive direct approval from the Group Contact in advance.

Labeling Official Convention Material Inbound To
Galt House Hotel and Suites:
(For Group Shipments)
Attn: Group Contact/Exhibitor Name (Your Name)
Name of the Convention and Event Dates
Registration/Office Location/Exhibit Area (If Known)
Galt House Hotel and Suites
140 North Fourth Street
Louisville, Kentucky 40202
OFFICIAL CONVENTION MATERIAL

If we have received your shipment in advance, you will receive notice at check-in to your guest room..

Request for delivery of your Inbound materials, as well as arrangements for Outbound materials, should be made to one of the following Team Members at the Galt House: Convention Coordinator, Bell Staff, Front Desk or directly to the Shipping Manager

If you have any questions, please contact your Convention Services/Catering Manager and/or our Shipping Manager, Jeff Purdom at 502-589-5200 x 4176 or e-mail at jpurdom@galthotel.com.