



GUEST PACKAGE RATE SHEET

Inbound Packages

Inbound Shipments: The Hotel's Package Room, maintained by the Bell Captain, is available for the receipt, holding and delivery of small packages to the guests in its sleeping rooms and meeting spaces. All inbound packages will be weighed upon arrival and handling charges will be assessed to the guest's room or Master Account when they are delivered. The Package Room is not available to store exhibits, pallets or large crates. All packages must be pre-approved for delivery by the Convention Services Manager. Due to limited storage, no shipment will be accepted earlier than five (5) days prior to the date required

INCOMING HANDLING CHARGES

Box under 50 lbs	\$10.00 per box
Box over 50 lbs	\$10.00 for first 50 pounds plus \$.60 per each Additional pound

PALLET CHARGES

200 lbs and less	\$100.00
201 lbs to 400 lbs	\$150.00
401 lbs and more	\$200.00

STORAGE CHARGES

Under 3 days	Complimentary
Over 3 days: Box	\$5.00 per day
Pallet	\$50.00 per day

INTERNAL MOVING CHARGES

Box	\$5.00 each
Pallet	\$50.00 each

Outbound Shipments: RICOH, the hotel's on-site business center, handles all outbound shipments. Charges can be applied to the guest rooms or Master Account.

SHIPPING ADDRESS:

The Rosen PLAZA Hotel
9700 International Drive
Orlando, FL 32819
Attn: *(Name of On-Site Contact)*
Arrival Date