



EMBASSY SUITES®

Murfreesboro - Hotel & Conference Center

Package and Freight Handling Charges
All Packages Should Be Labeled As Follows:

Name of Group Contact and / or On Site Contact
Name and Date of Meeting
Name of Hotel Contact
c/o Embassy Suites Murfreesboro Hotel and Conference Center
1200 Conference Center Blvd.
Murfreesboro, TN 37129

Box(es) ___ of ___ (multiple boxes MUST be numbered)

Storage Fees

Packages should not arrive more than three days prior to arrival. A storage fee of \$5.00 per day / per box will be billed to your hotel account for boxes that arrive early. This charge will also apply for any boxes stored during your meeting.

Delievery Fees:

Overnight Envelopes:	\$2.00 each
Meeting Planner Shipment:	\$5.00 per box \$75.00 per pallet
Exhibitor:	\$5.00 per box \$10.00 per case \$100.00 per pallet

Supplies and Equipment Rental:

Flat Bed Cart	\$25.00 each 4 hour minimum
Crate Storage	\$10.00 per day / per crate
Pallet Jack	\$100.00 each 4 hour minimum
Labor	\$40.00 per hour

Outgoing Shipments:

All outgoing shipments must have appropriate labels. The hotel will charge a handling fee of \$5.00 per box in addition to the cost of the shipping unless exhibitor has account information listed on return label.