

Package Handling

We are pleased to announce that the Sea Crest Beach Hotel has established a new package handling procedure. This service is designed for accuracy and efficiency in receiving, storing and handling packages. As a guest, packages are stored for your arrival or once checked-in, you will be notified upon receipt of a package. If you are not a guest of the hotel, packages will be brought to the function room the event is being held in. See below for handling and storage fees. Please review all package handling information

Incoming Package Handling Fees

Prices are based on the weight of the item.

Payment of handling fees needs to be in place prior to receiving any packages.

Minimum Weight Pounds	Maximum Weight Pounds	Charge (US)
0	5	\$5.00
6	20	\$10.00
21	50	\$15.00
50	or over	\$25.00
Crates		\$50.00
Pallets		\$75.00

Outgoing Package Handling

All outgoing packages must have shipping labels and be called in for pick-up.

Outgoing packages will be moved from the function room to the loading dock for pick-up.

Storage Fees

Shipments received within three (3) days before event will not be assessed a storage fee.

Shipments received more than three (3) days before event will be assessed a \$50.00 per day storage fee.

Please note that we do have a loading dock. Crates and pallets need to be delivered on a truck with a lift gate and pallet jack.

Exhibitors are responsible for opening and unloading crates and pallets.

Labeling

Please label EACH box as outlined in the example below:

<p>Hold for Arrival - Group Name and Event Dates Name of On-Site Person to receive the Shipment c/o Name of Conference Planner or Catering Sales Manager Sea Crest Beach Hotel 350 Quaker Road North Falmouth, MA 02556 Box _____ of _____ <i>(Multiple boxes MUST be numbered)</i></p>

The Shipper's Return Address should include shipper's name, address and telephone number.

Multiple packages within a single shipment must be numbered in sequence (1 of 3, 2 of 3, 3 of 3).

Boxes over 50 pounds should be labeled as such to avoid injury to staff (both yours and ours).

ALL SHIPMENT INFORMATION MUST BE SUBMITTED IN WRITING VIA THE "NOTIFICATION OF INCOMING SHIPMENTS" FORM.

PLEASE NOTE THAT THE SEA CREST BEACH HOTEL IS NOT RESPONSIBLE FOR ANY DAMAGED BOXES, UNDELIVERED BOXES OR SPLIT SHIPMENTS OF MULTIPLE BOXES AS THESE ARE THE RESPONSIBILITY OF THE SHIPPING CARRIER

