



HealthPoint® 2019

INCOMING/OUTGOING SMALL PACKAGE SHIPPING PROGRAM

HealthPoint is not a “trade show”, or “product display” type of Event. Materials sent to the Event must be of the size and scope to sit on top of the 30” round table provided for you in your designated One-on-One area and/or be easily transported, setup, and dismantled within the timelines established for your boardroom meeting setup and meeting. The Resort does not have the capacity to receive or store large product displays, nor will this type of product be permitted in your One-on-One area. Rather, what we expect to see are primarily boxes of sales literature, give-away items, and some small product displays (again, that will fit on top of a 30” round).

Gaylord Rockies Resort will manage our supplier in-coming packages and we have established a small package handling program with the Resort.

Suppliers should coordinate out-going package shipments with the resort’s **Business Center** office via carriers such as FedEx, etc. The Resort has assigned the **Business Center** as the designated area where HealthPoint shipments will be received and housed during the Event. The FedEx Business Center team will manage this area and can be reached at Jennifer.Hight@fedex.com or **(303) 390-9121**.

Package Handling

Gaylord Rockies Resort agrees to receive and store packages as they are received from HealthPoint participants who have completed and returned the Hotel Shipping Form (see page 3). Gaylord Rockies Resort will store these packages in the hotel’s secured storage area. The **Business Center** cannot deliver packages without the onsite HealthPoint participant calling or visiting the Business Center within 48hours of arrival to set up the delivery date/time. The HealthPoint participant may then make arrangements for their packages to be delivered to their hotel rooms and/or the HealthPoint One-on-One Meeting Area during the following delivery hours:

- Saturday, September 21st from 4:00pm–6:00pm
- Sunday, September 22nd from 2:00pm–7:00pm
- Monday, September 23rd from 7:00am–1:00pm
- Tuesday, September 24th from 7:00am–6:00pm

The HealthPoint participant will need to call 303-390-9121 or go to the Business Center to confirm the delivery date and time.

The HealthPoint participants should send their packages to the following address **not** to arrive before **Thursday, September 19, 2019**:

TO: **Gaylord Rockies Resort**
HealthPoint 2019 – SUPPLIER COMPANY NAME
ATTN: NAME OF PERSON THAT WILL CLAIM PACKAGE, MUST BE REGISTERED GUEST FOR BILLING PURPOSES
ADDRESS: 6700 North Gaylord Rockies Boulevard
Aurora, Colorado 80019

All packages will be held in the **FedEx Business Center** until they are delivered to the designated room or until they are picked up by the Supplier during the designated hours herein. In order to retrieve your packages, please contact the **FedEx Business Center** during business hours. All items shipped to the Gaylord Rockies Resort will be taken to and stored in the **FedEx Business Center**.



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Handling Fees

Gaylord Rockies Resort assesses handling fees as noted below. For your convenience, charges will be posted to the guest room. Charges will appear on your final room bill as Business Center.

Storage Fees

The hotel cannot store packages for more than three (3) days prior to or three (3) days after a program. A storage fee of \$25.00 per piece, per day (any size or weight), will be applied to all materials shipped earlier than three (3) working days prior to the events.

Due to storage space concerns, Gaylord Rockies Resort will not be able to store your empty boxes for outgoing shipping needs on Tuesday.

For packages exceeding the 100-lb. weight limit, HealthPoint participants are requested to contact Ellen.Kelly@cpmgevents.com to receive instructions/pricing for special handling charges.

Other than the Storage/Handling fees, there will be no additional charges assessed for the delivery of these packages. Gratuities for the delivery of these packages to the designated areas will be at the guest's discretion. Guest must be present to provide signature.

All items are subject to the following storage/handling fees:

Inbound Packages

0 to 10 pounds	\$ 7.00 each
11 pounds and up	See prices below
11 to 20 pounds	\$11.25 Inbound/Outbound
20.1 to 30 pounds	\$15.00 Inbound/Outbound
30.1 to 61+ pounds	\$20.00 Inbound/Outbound
Crate/Pallet under:	
75 pounds	\$95.00 Inbound/Outbound
Shrink Wrapped Pallet	\$95.00 Inbound/Outbound
Crates over 150 pounds	\$150.00 Inbound/Outbound

Outbound Packages \$0.35 cents per pound

The Resort will post this fee to the individual accounts of the sender. As mentioned, due to limited storage space, boxes can be accepted no more than three (3) working days prior to the meeting.



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Shipping notification required before any shipment will be accepted.

Completed form should be emailed to Jennifer.Hight@fedex.com

Packages not to arrive before **Thursday, September 19, 2019.**

Today's Date _____	Guest Name _____
Company Name _____	Guest Mobile # _____
	Guest Email _____
# Boxes Shipped _____	# Pallets Shipped _____
Tracking # _____	Tracking # _____

(TRACKING NUMBERS MUST BE PROVIDED FOR EACH ITEM SHIPPED)

Shipping Date _____	Arrival Date _____
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DELIVER TO:

<input type="checkbox"/>	Guest Room	
<input type="checkbox"/>	Meeting Room	Room Name _____
<input type="checkbox"/>	Hold For	Guest Name _____

Date to Deliver _____
Time _____

METHOD OF PAYMENT:

Payment is due upon delivery/retrieval.

FEES INBOUND PACKAGES:

Inbound Packages

0 to 10 pounds
11.0 to 20 pounds
20.1 to 30 pounds
30.1 to 61+ pounds
Crate/Pallet under 75 pounds
Shrink Wrapped Pallet
Crates over 150 pounds

Receiving/Inbound

\$ 7.00 each
\$11.25 Inbound/Outbound
\$20.00 Inbound/Outbound
\$20.00 Inbound/Outbound
\$95.00 Inbound/Outbound
\$95.00 Inbound/Outbound
\$150.00 Inbound/Outbound

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