

GAYLORD OPRYLAND RESORT & CONVENTION CENTER

SHIPPING INFORMATION FOR EXHIBITORS.

As of January 2008

Inbound Exhibitor Shipments

- Exhibitor Shipments are to be sent to the Exhibit Decorator, not the Resort. The Resort will refuse any obvious exhibit freight; however, it is not the Resort's practice to refuse shipments.
 - a. **The address(s) for on-site Exhibitor shipments is:**
 - For Ryman B shows the address is:
2816 Opryland Drive
Nashville, TN 37214.
 - For Ryman C shows the address is:
2815 Opryland Drive
Nashville, TN 37214.
 - For Delta Ballroom Dock shows the address is:
2814 B Opryland Drive
Nashville, TN 37214.
 - For Presidential Ballroom Dock shows the address is:
2814 A Opryland Drive
Nashville, TN 37214.
 - b. Exhibitor shipments should be sent to the specified address above "in care of" the Exhibit Decorator. It is the responsibility of the Exhibit Decorator to receive these shipments. The Resort will not handle packages sent to the Convention Center address when the Exhibit Decorator is present. Once the Exhibit Decorator has taken possession of their own packages/goods at the Convention Center, it is the responsibility of the Exhibit Decorator to adhere to the Gaylord Opryland's material handling policies.
- **Shipments received by the Resort including those shipments addressed to the Exhibit Decorator, are subject to the Resort's handling fees. The Resort asks that the Exhibit Decorator advise Exhibitors that, in the event that the Exhibitor ships to the Resort, that said shipment will be subject to Resort handling fees** in addition to any fees levied by the Exhibit Decorator.
- Exhibitors are to retrieve their shipments via the Exhibit Decorator's Exhibitor Services Desk typically located at the rear of the exhibit hall.
- Individual Exhibitors delivering their own materials will be directed away from the Resort's Main Entrance(s) and to the Delta Motor Lobby or appropriate Loading Dock (based on size). The Guest Services Desk will contact the Show Services Desk to alert the **Exhibit Decorator** of those Exhibitors requiring assistance.
- As a general rule, the "Resort" (**IKON**, Convention Set-up, etc.), will not deliver materials on to the Exhibit Hall Floor (Show Floor). For inquiring guests, materials can be delivered to the Show Services Desk or the Exhibitor may deliver their materials to their own booth (**IKON** will deliver to show entrance but not to the booth). Likewise, materials are not to be picked-up from the Show Floor by **IKON**. Should an Exhibitor prefer or require the shipping services of the Resort, the **Exhibit Decorator** or Exhibitor is to remove the items from the Show Floor and deliver to the care of the **IKON**. The Resort asks that this information be communicated to all exhibitors. Bell Services STARS may, from time to time, assist individual guests with packages from their guest rooms.

Outbound Exhibitor Shipments

- Any charge-backs to the Resort associated with Exhibit shows will be the responsibility of the Decorating Company.

Others:

- **As guest service is the key to our mutual success, any Exhibitor that objects to our "rules" will be provided with service.**



GAYLORD OPRYLAND™

RESORT & CONVENTION CENTER

Nashville

2800 Opryland Drive • Nashville, Tennessee 37214
Telephone: (615) 889-1000 • Facsimile: (615) 871-6942

SHIPPING DOCUMENT

PLEASE PRINT LEGIBLY:

Date: _____ Time: _____

SHIP TO: (Address to U.S. PO and APO boxes will go U.S. Mail only)

RESIDENTIAL

NAME _____

COMPANY _____

ADDRESS _____

SUITE, FLOOR _____

CITY, STATE, ZIP CODE _____

RECIPIENT PHONE #: _____

CONTENTS: _____

GUEST'S NAME: _____

CONVENTION GROUP _____

BUSINESS NAME: _____

TELEPHONE NO.: _____

Explanation	Charge
(OFFICE USE ONLY)	
SHIPPING CHARGE: \$	_____
PROCESSING FEE: \$	_____
PACKING CHARGE: \$	_____
OTHER (SPECIFY)	_____

NUMBER OF BOXES: _____

ROOM PULLED FROM: _____

IT IS UNLAWFUL TO SHIP THE FOLLOWING: FIREARMS, FIREWORKS AND ALCOHOL.

PARCEL RATES	SHIPPING*	PACKAGE HANDLING FEES	PACKAGING*
LTR	\$7.50		
Box 0-15 LBS.	\$12.00		SMALL BOX 1-20 LBS. \$10.00
Box 16-30 LBS.	\$17.00		LARGE BOX 21-100 LBS. \$15.00
Box 31-50 LBS.	\$25.00		PICTURES, GOLF BAG SPECIALTY \$20.00
Box 51-75 LBS.	\$30.00		
Box 76-100 LBS.	\$50.00		
Skid	\$.50 per LB		
*PLUS SHIPPING CHARGES		*PLUS TAX	

SHIP BY: OTHER (Specify) _____

<input type="checkbox"/> FEDERAL EXPRESS <input type="checkbox"/> FIRST OVERNIGHT (8:00 AM) <input type="checkbox"/> PRIORITY OVERNIGHT (10:30 AM) <input type="checkbox"/> STANDARD OVERNIGHT (3:00 PM) <input type="checkbox"/> 2ND DAY (2 WORK DAYS) <input type="checkbox"/> EXPRESS SAVER (UP TO 3 WORK DAYS) <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> GROUND <input type="checkbox"/> SATURDAY DELIVERY <input type="checkbox"/> SATURDAY PICK-UP (BY 1:00 PM)	<input type="checkbox"/> UPS <input type="checkbox"/> NEXT DAY AIR EARLY AM (8:00 AM) <input type="checkbox"/> NEXT DAY AIR (10:30 AM) <input type="checkbox"/> NEXT DAY AIR SAVER (3:00 PM) <input type="checkbox"/> 2ND DAY (2 WORK DAYS) <input type="checkbox"/> 3-DAY SELECT (3 WORK DAYS) <input type="checkbox"/> GROUND (5-7 WORK DAYS) <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> SATURDAY DELIVERY <input type="checkbox"/> SATURDAY PICK-UP (BY 1:00 PM)	<input type="checkbox"/> U.S. MAIL (USPS) <input type="checkbox"/> PRIORITY MAIL <input type="checkbox"/> EXPRESS MAIL <input type="checkbox"/> POSTAL AIR <input type="checkbox"/> GLOBAL EXPRESS <input type="checkbox"/> GLOBAL PRIORITY <input type="checkbox"/> INTERNATIONAL DELIVERY CONFIRMATION <input type="checkbox"/> YES <input type="checkbox"/> NO OTHER (SPECIFY) _____
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INTERNATIONAL DESCRIPTION _____

DOCUMENTS	# OF UNITS	UNIT VALUE	REASON FOR EXPORT
<input type="checkbox"/>			

CHARGE TO: ROOM # _____ CREDIT CARD _____

SHIPPER ACCOUNT (COLLECT) _____ CARD NUMBER _____

MASTER ACCOUNT _____ NAME: _____ EXP. _____

DOES DELIVERY NEED TO BE INSURED? YES NO \$ _____ PER PACKAGE

AUTHORIZED BY

GUEST: _____

EMPLOYEE: _____ PRINT _____ SIGNATURE _____

COMMENTS: _____ PRINT _____ DEPT. _____ SIGNATURE _____