

SANDESTIN® GOLF AND BEACH RESORT

Vendor Shipping & Receiving Guidelines

Due to limited storage space at Sandestin Golf and Beach Resort®'s on-property warehouse, Sandestin® (Resort) has partnered with Veal Convention Services, Inc. (VCS), to offer you the widest range of possibilities for making your conference the best yet!

Sandestin Golf and Beach Resort no longer receives freight on sight. If conference related freight is shipped directly to Sandestin Golf and Beach Resort, it will be refused and returned to the shipper at shipper's expense.

TO ENSURE PROPER DELIVERY, THE FOLLOWING LABELING INSTRUCTIONS SHOULD BE CAREFULLY OBSERVED. MAILING EXHIBIT/TRADE SHOW FREIGHT DIRECTLY TO THE RESORT WILL CAUSE DELAYED DELIVERY TO THE TRADE SHOW FLOOR!

Sandestin Golf and Beach Resort® accepts no responsibility for mislabeled exhibit/trade show freight shipments, claims for lost revenue, loss of shipped item by any means, or any other compensation/reimbursement requests. Please call 1-800-844-VEAL to coordinate and arrange the proper handling of your shipment.

Guest Information:

Guest Name (if not staying at Sandestin, this MUST be noted next to Guest Name)
Contact Number
Conference Name, Location and Guest's Arrival Date

Ship to:

Sandestin Golf & Beach Resort®
c/o Veal Convention Services, Inc.
505 Mountain Drive, Unit N
Destin, FL 32541
Phone 850-654-1661
Fax 850-654-1661
Email mark@vealconventionservices.com

All properly labeled trade show freight shipments received at the Veal warehouse will be delivered to the trade show floor on a timeframe established by group Conference Planner and the assigned Conference Services Manager. **NO MODIFICATIONS TO DELIVERY SCHEDULE WILL BE MADE WITHOUT DIRECTION AND/OR PERMISSION FROM THE GROUP'S CONFERENCE PLANNER.**

VCS will be responsible for delivering the freight to the assigned booth based on the trade show floor plan. Labor assistance is available through Sandestin Golf and Beach Resort® at hourly rates shown below. Advance Rates are extended if labor assistance is requested at least fourteen (14) days in advance of the Exhibit show; Floor Rates will prevail inside the fourteen (14) day window.

If labor assistance is needed, please contact Sandestin® Conference Services at 800-277-4585 to arrange and confirm. Before placing the call, please have the name of the conference and conference date readily available, so that we may assist you more quickly.

Labor Assistance Fees	Advance Rate	Floor Rate
Monday – Friday (8am – 4pm)	\$ 45.00	\$ 75.00
Monday – Friday (4pm – 8am)	\$ 75.00	\$ 100.00
Saturday, Sunday, Holidays	\$ 100.00	\$ 125.00

Provisions must be made, in advance, directly with the VCS Warehouse Manager, for any of the following conditions/requests:

- Access to freight outside the timeframe agreed upon by the group Conference Planner and Sandestin® Conference Services Manager
- Any request for “special handling” (extremely fragile items such as camera lenses, medical equipment, computer equipment, etc.)
- Refrigerated shipments of any kind

PLEASE DO NOT CONTACT Sandestin® Shipping & Receiving with trade show related inquiries.

Please contact Veal Convention Services, Inc. at 1-800-844-VEAL directly with any special requests for exhibit/trade show freight handling.

Limited long term storage is available at VCS Warehouse. Please arrange to have your conference freight arrive at Veal Convention Services Warehouse NO EARLIER THAN 2 weeks in advance of your Exhibit / Trade Show.

TRACKING INFORMATION:

Please MAKE SURE that you have the tracking information available when contacting the VCS Warehouse Manager for information on your shipment. VCS Warehouse Manager can also track your shipment by Exhibitor Name/Trade Show as long as you have the signature date/time and the name of the trucking company by which the shipment was delivered to the VCS Warehouse.

PAYMENT OPTIONS FOR CONFERENCE RELATED FREIGHT

A handling fee of \$ 44 per CWT minimum or \$ 88 per shipment is assessed for trade show freight handled through VCS Warehouse.

Please contact Veal Convention Services at 1-800-844-VEAL to schedule payment arrangements.

- Cash, Check, Debit Cards, MasterCard, Visa, American Express, and Discover cards accepted.