

ESTANCIA LA JOLLA

HOTEL & SPA

SHIPPING INFORMATION

DRAYAGE POLICIES AND CHARGES:

- Materials should not be shipped to arrive more than **three** business days prior to the start of your conference.
- Drayage includes conference registration materials shipped by Meeting Planner or agents on behalf of the Planner.
- A handling fee of **\$25.00** per box charge if the Hotel is required to box and seal the material. Charges will be placed on individual rooms, credit cards, or the master account with authorization.
- Initial **200 lbs.** is complimentary. The group master will be charged **\$45.00** for every 75 pounds (or fraction of) thereafter.
- Drayage will be posted to master account at end of group's stay.

SENDING YOUR MATERIALS:

For Group Contact/Group Shipments:

Attn: Group Contact/Planner Name
Name of Convention and Event Dates
Event Service Manager Name
Estancia La Jolla Hotel and Spa
9700 North Torrey Pines Road
La Jolla, CA 92037

For Individual Guest Shipments:

Attn: Name of Guest
Name of Convention and Event Dates
Please hold for guest arrival on: "Arrival date"
Estancia La Jolla Hotel and Spa
9700 North Torrey Pines Road
La Jolla, CA 92037

EXHIBITOR/MEETING PLANNER STORAGE AREA(S) AND ON-SITE CONTACT(S):

- Upon arriving on property, packages/freight will be stored in a secured location until your arrival.
- Please contact your Event Service Manager to arrange delivery of your packages after your arrival.

OUTBOUND SHIPMENTS:

- Outbound items will be shipped per the instructions of the Group Planner, Individual or Speaker.
- All freight charges will be assessed to either the Group Master Account or the Individual/Guest Account.
- A handling fee of **\$25.00** per box charge if the Hotel is required to box and seal the material. Charges will be placed on individual rooms, credit cards, or the master account as requested.
- All outbound packages shipped out of the property on the client's accounts must be given to the Conference and/or Receiving department for shipping.
- Each label needs to be filled out completely. Guests must use their own FedEx, UPS, or other preferred carrier number to avoid an additional **\$10** per box handling fee.
- Estancia La Jolla is only able to ship via FedEx using our hotel account. If you wish to ship via UPS or other carrier, you will need to use a personal/corporate account or individual credit card.
- FedEx pickup times are as follows:

FedEx Ground - by appointment only

FedEx Express

- **Monday through Friday** - 3:30pm
- **Saturday** - by appointment only (*FedEx charges a \$15 per package surcharge for all Saturday pickups*)
- **Sunday** - no pickup

UPS & Other Carriers - we do not have a daily pickup. If you plan to ship boxes out via UPS we will be happy to assist or you may call your preferred carrier in advance to arrange a pickup date/time.

**** The hotel does have basic FedEx shipping supplies available. If you require large quantities or specialized boxes please notify your Events Service Manager prior to group arrival.****