

GROUP PACKAGE INFO SHEET

Thank you for choosing the Omni Oklahoma City Hotel! We look forward to hosting your time here in Oklahoma City. To help facilitate your incoming/outgoing package, please note the following guidelines.

SHIPPING/RECEIVING

Hours of Operation – M-F 7am-2pm, Sat 7am-Noon (no UPS/Fed-Ex pickup), Sunday Closed

Shipping Contact – 405-438-6432

Hotel Main Line – 405-438-6500

PACKAGES

All package shipments must flow through the receiving department loading dock within 48 hours of arrival date. Packages or materials of excessive weight or value must be approved by the receiving department prior to shipment. A storage fee of \$5.00 per box per day will apply to any boxes received prior to 48 hours of the first function. The hotel is in no way liable for the contents of these packages. There will also be a handling fee for all packages processed per the detail below.

Package Weight	Handling Fee
0.1-10 lbs.	\$5.00
10.1-25 lbs.	\$10.00
25.1-50 lbs.	\$15.00
50.1 - 75 lbs.	\$25.00
Over 75.1 lbs.	\$100.00
Pallets & Crates	\$200.00 (\$0.75/pound over 300 lbs.)
Storage Fee	\$5.00 per box per day (beyond 48 hrs.)

The following information is required on all package labels to ensure proper delivery and storage.

Attention: (*Group Contact*)
Contact Phone: (*Guest Phone Number*)
Group: (*Group's Name*)
Arrival: (*Group's main arrival day*)
Address: Omni Oklahoma City Hotel, 100 West
Oklahoma City Blvd., Oklahoma City, OK 73109
Convention Services Manager:
Number of Boxes:

Example

*Attn: Jane Doe
405-999-9999
Omni Oklahoma City Hotel
100 West Oklahoma City Blvd,
Oklahoma City, OK 73109
Convention Services Manager: Suzie Smith
32 boxes*

OUTGOING PACKAGES

All outgoing shipments must include the attached Shipping Form to assist in the appropriate billing/address/recourse of the packages. Shipping Form *copy* can be retained as a receipt of packages (*but not of charges*). Cost can be estimated by vendor [website calculator](#). Guests can utilize their own shipping labels or account number but must also include one Shipping Form for appropriate billing and recourse.

SHIPPING FORM

Please fill out this form completely to ensure accurate handling, delivery, and billing. A copy of this form can be used to confirm receipt of packages, but not of charges. Shipping cost can be estimated by utilizing the vendors shipping cost calculator online by searching "UPS shipping cost calculator". For safety we do not ship alcohol or flammable liquids. *One shipping form required per ship to address.* If packages have pre-printed labels only one form is needed for the entire shipment.

BILLING INFORMATION (ALL FIELDS REQUIRED)		SHIPMENT TO (not required if same as Billing information)	
FULL NAME		FULL NAME	
PHONE NUMBER		PHONE NUMBER	
COMPANY / GROUP (optional)		COMPANY	
STREET ADDRESS (no P.O. Box)		STREET ADDRESS (no P.O. Box)	
FLOOR/DEPT/SUITE/APT.		FLOOR/DEPT/SUITE/APT.	
CITY, STATE, ZIP		CITY, STATE, ZIP	
CREDIT CARD / ROOM # / MASTER ACCT	EXP.DATE/CVV CODE	REFERENCE	
EMAIL (preferred but not required)			

SHIPMENT INFORMATION (ALL FIELDS REQUIRED)			OPTIONAL SERVICES (*add'l charges may apply)	
Total number of pkgs. ____			Packages sent Fed-Ex must have Fed-Ex Account number	
<u>Type of Service</u>			<input type="checkbox"/> UPS Acct# _____	
Ground 1-10 days <input type="checkbox"/>	Next Day Air Saver <input type="checkbox"/>	*Next Day Air by 10:30am <input type="checkbox"/>	<input type="checkbox"/> Fed-Ex Acct# _____	
3-day delivery <input type="checkbox"/>	2-day delivery <input type="checkbox"/>	*Next Day Air Early by 8:00am <input type="checkbox"/>	<input type="checkbox"/> Saturday Delivery*	
FOR INTERNATIONAL SHIPMENTS ONLY			<input type="checkbox"/> Insurance* - \$ _____ declared value	
International Economy <input type="checkbox"/>	International Priority <input type="checkbox"/>		<input type="checkbox"/> Signature Required*	
			Email notification _____	

Shipments are sent default by UPS unless using guest Fed-Ex account number. Shipping charges billed are actual UPS rates for selected services unless otherwise chosen. Additional charges for handling are referenced in this form and are in addition to these shipping rates. *Additional charges generated by UPS/Fed-ex for these services are substantially higher if selected.

Package Weight	Handling Fee
Flat Envelopes	\$2.00
0.1-1.0 lbs.	\$2.00
1.1-10 lbs.	\$5.00
10.1-25 lbs.	\$10.00
25.1-50 lbs.	\$15.00
50.1 - 75 lbs.	\$25.00
Over 75.1 lbs.	\$100.00
Pallets & Crates	\$200.00 (\$0.75/pound over 300 lbs.)

For International Shipments ONLY (REQUIRED)		Additional Information	
Declaration of Package Contents _____			

Qty _____	Value per \$ _____	Country of Manufacture _____	

This shipping form is property specific and is only used at Omni Oklahoma City Hotel. This shipping form is used to provide accurate shipment information needed to properly execute processing, billing, delivery, and recourse. Once packages are picked up by UPS/Fed-Ex or alternate provider, package responsibility transfers to the 3rd party provider. At no time is Omni Oklahoma City Hotel responsible for the items, packaging, or value of contents within packages shipped from our facility. We obviously value our hotel guests and insist the greatest care will be taken for every package in our possession.