

## **Shipping and Receiving Policy**

The Edgar H. Wilson Convention offers its customers a small staging area where equipment can be stored for a maximum of 48 hours prior to the start of the event and 48 hours after the end of the event free of charge. There is one (1) loading dock where all deliveries must be made. The freight elevator should be used to transport all equipment to the meeting space.

### **Shipping of Documents/Small Packages**

Package mail, such as FedEx packages, UPS deliveries, and from all other package mail carriers should be addressed to

Edgar H. Wilson Contention Center  
c/o (Conference Service Manager)

240 Coliseum Drive  
Macon, GA 31217

### **Shipping of Equipment/Boxes**

Passenger elevators were designed solely for transporting hotel guests and conference/meeting attendees to and from their guest room, meeting room. For this reason, all deliveries are restricted to the loading dock. Guests who travel with their exhibit material cases are requested to use the loading dock to transport their cases from their vehicle to the exhibit/meeting space.

The loading dock's normal business hours are from 8:00AM until 5:00pm. Your delivery personnel will need to deliver to the Edgar H. Wilson Convention Center. Deliveries will be accepted after normal business hours as long as prior arrangements have been made between the Conference Services Manager and the receiving staff.

The loading dock and freight elevator usage is subject to notification and scheduling with the Security Station for after hours deliveries. Your Conference Services Manager will take care of this for you. A detailed list of the shipment including quantity, dimensions, weight and contact person will be needed.

All shipments should clearly indicate Company Name, Contact Person, Event Name, Conference Service Manager, and Return address. Deliveries need to be sent to:

Edgar H. Wilson Contention Center  
c/o (Conference Service Manager)

240 Coliseum Drive  
Macon, GA 31217

### **Receiving of Equipment/Boxes**

The Edgar H. Wilson Convention Center requests all tracking numbers emailed to the appropriate Conference Service Manager. A Guest Hold Packages form will be filled out by

the receiving clerk and adhered to each package. Each event package is then placed and locked within the storage facility.

No equipment can be 'dragged' over the floor. Proper transportation devices should be brought and used. No steel wheel jacks are allowed on the raised floor, only rubber wheels are allowed. The customer will be responsible for all damages to the Edgar H. Wilson Convention Center floor.

### **Staging Area**

The Edgar H. Wilson Convention Center offers a temporary storage facility for your equipment, which is shipped prior to your arrival. The staging area will only be free of charge 48 hours prior to and 48 hours after the event. If a longer length of time for storage is required, it needs to be pre-arranged with the appropriate Conference Services Manager. A storage fee of \$5.00 per box and \$20.00 per pallet will be assessed to materials arriving before and/or staying after the 48 hour window. Tracking numbers and/or bill of lading's will be used to document such fees.

Usage of the staging area needs to be coordinated with your Conference Services Manager. We require one week advanced notice and a detailed list of the package(s) including dimensions and weight.

The packages will remain in the storage area until the appropriate meeting room is ready to be set-up by the hotel's housemen. A houseman will sign out all Packages from staging area and deliver them to the appropriate meeting room. The Conference Concierge will account for all packages and a group representative will then sign for their packages acknowledging receipt and responsibility for the packages.