

The Jefferson Hotel Shipping Information

On shipments of materials, literature, products, etc., that are to be used in conjunction with your group's meeting, all cartons and envelopes should be addressed as follows:

**THE JEFFERSON HOTEL
101 West Franklin Street
RICHMOND, VIRGINIA 23220**

**ATTENTION: Leta McVeety
HOLD FOR: (Recipient's Name and Company)
REFERENCE: FLC-MA; October 5-7, 2010
ARRIVING: (Date Arrival)**

The JEFFERSON does not except C.O.D. shipments. All packages must be prepaid. If more than one package is being sent within a single shipment, they should be numbered in sequence, i.e., one of three, two of three, three of three, etc. Please notify your hotel representative before packages are sent to the hotel.

The JEFFERSON does not accept shipments from land carriers at the Hotel loading area. All shipments must be brought into the Hotel to Security Dispatch or a specified meeting room. It is the responsibility of the Shipper to make delivery arrangements to an inside location.

Before leaving the hotel, guest should make sure proper instructions have been given regarding items to be shipped out, specifying method of shipment, amount of insurance, etc. The Banquet Manager will provide the shipper with a Request Form requesting all pertinent information needed for proper handling. Guest should have packages ready for shipment with two labels made out for each package.

The JEFFERSON Hotel is not responsible for any materials left behind after the exhibits or meetings have concluded.