



# SEA CREST

BEACH RESORT

All packages will be brought to the function room the event is being held in. See below for handling and storage fees. Please review all package handling information.

### Labeling

Please label EACH box as outlined in the example below:

**Hold for Arrival - Group Name and Event Dates**

**Name of On-Site Person to receive the Shipment**

**c/o Megan Boria**

**Sea Crest Beach Resort**

**350 Quaker Road**

**North Falmouth, MA 02556**

**Box \_\_\_\_\_ of \_\_\_\_\_ (Multiple boxes MUST be numbered)**

Packages received within 72 hours of the event, will not be charged a storage fee.  
Pallets or Crates received within 72 hours of the event will be charged a flat \$500 fee for handling.

### Storage Fees

Packages received more than 72 hours prior to the event will incur a daily storage fee based on the weight of the package. Approval of this form and payment of fees needs to be in place prior to receiving any packages.

| Package Weight   | Charge (US) |
|--|-------------|
| 0-25 lbs   | \$25/Day    |
| 26-60 lbs  | \$50/Day    |
| Pallets and Crates<br><i>(requires manager approval)</i> | \$250/Day   |

### Outgoing Package Handling

- All outgoing packages must have shipping labels and be called in for pick-up.
- Outgoing packages will be moved from the function room to the loading dock for pick-up.
  - The Shipper's Return Address should include shipper's name, address and telephone number.
  - Multiple packages within a single shipment must be numbered in sequence (1 of 3, 2 of 3, 3 of 3).
  - Boxes over 50 pounds should be labeled as such to avoid injury to staff (both yours and ours).

### **ALL SHIPMENT INFORMATION MUST BE SUBMITTED IN WRITING VIA THIS "NOTIFICATION OF INCOMING SHIPMENTS" FORM.**

If packages are not properly labeled as noted above, the Sea Crest Beach Hotel is not liable for proper package delivery to the event space, prior to your arrival.

**PLEASE NOTE THAT THE SEA CREST BEACH RESORT IS NOT RESPONSIBLE FOR ANY DAMAGED BOXES, UNDELIVERED BOXES OR SPLIT SHIPMENTS OF MULTIPLE BOXES AS THESE ARE THE RESPONSIBILITY OF THE SHIPPING CARRIER**



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Show Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_

Onsite Phone # \_\_\_\_\_  
\_\_\_\_\_

Expected Number of Packages/Weights:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Package Details to help us identify:

\_\_\_\_\_  
\_\_\_\_\_

Please fill out this form send to: Megan Boria, Conference Planning Manager.

Once approved, you will receive a sertifi link for credit card payment for any necessary fees.

Email: [megan.boria@seacrestbeachresort.com](mailto:megan.boria@seacrestbeachresort.com) Phone #: 508 - 356 – 1259