



EMBASSY SUITES®

Omaha - La Vista/Hotel & Conference Center

## Shipping & Receiving

### **In-Bound Shipments**

Please include the following information on your in-bound package label:

Name of Group Attn: Guest Name or Company Name / Cell Number Embassy Suites La Vista 12520 Westport Parkway La Vista, NE 68128
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- Arrangements to receive 10+ packages and pallets must be made in advance.
- Embassy Suites is not responsible for any damaged packages and has the right to refuse any shipments
- Embassy Suites is not responsible for helping unload any delivery truck that may drop off shipments. The Hotel does not own a forklift.

### **Hours for Receiving Freight**

Monday-Friday: 7AM-4PM, at the back dock of the Conference Center

Saturday-Sunday: By the Embassy Suites Front Desk

### **Normal Delivery Times**

- UPS: 11am – 1pm
- FedEx: 9am – 12pm

### **Incoming Packages**

Envelopes and Small FedEx/UPS Carrier Company Boxes.....	No Charge
All Packages 5-10 pounds.....	\$5.00 per package
All Packages 11-20 pounds.....	\$10.00 per package
All Packages 21-35 pounds.....	\$15.00 per package
All Packages 36-50 pounds.....	\$20.00 per package
All Packages 51+ pounds.....	\$25.00 per package
All Packages held over 4 days.....	\$2.00 per package per day
All Normal Size Pallets.....	\$75.00 per pallet
All Oversized Pallets.....	\$100.00 per pallet
All Pallets held over 2 days.....	\$50.00 per day

**All packages not claimed after 30 days will be discarded!**