



Shipping and Receiving Policies and Procedures

The Shipping and Receiving Department is located adjacent to the receiving dock in the back of the Conference Center building at 620 Village Road, Breckenridge, CO 80424.

Hours of operation are:

Monday – Friday 8:00 AM – 4:00 PM

Saturday & Sunday 8:00 AM – 12:00 Noon

The above hours are subject to change. Call 0 for after hours pickup or delivery.

We are able to ship and receive FedEx, UPS and RAC Transport letters, packages and pallets provided that:

Outgoing Items:

1. All outgoing items must have a Beaver Run Resort shipping form completed with all required information including registered guest name, room number, credit card or account number.
2. All letters and packages must be enclosed in the appropriate mailer or box.
3. Packaging materials are available at the Shipping and Receiving Department.

Incoming Items:

1. All incoming items must be addressed to a registered guest, conference group or exhibitor. All items without adequate information will be held until registered guest name, room number, credit card or account number can be obtained.
2. Exhibitors shipping to Beaver Run Resort that are not registered guests must fill out the top and billing sections of the shipping form and fax it prior to delivery to Beaver Run Resort Receiving at 970-453-8796.
3. If your packages require special storage or delivery contact our Receiving Department three days prior to package arrival by calling 970-453-8726. Additional fees may apply.
4. **All mailing and shipping costs are in addition to handling fees.**

All letters and packages received by Beaver Run Resort may be picked up or delivered to the Front Desk, your room or the Conference Center. Please call extension 8726 or 0 for package pickup or delivery. Direct all inquires to Shipping and Receiving at 970-453-8726. A handling fee will be charged for all packages handled by Beaver Run Resort at the fee schedule listed below.

Handling Fees:

	<u>Incoming</u>	<u>Outgoing</u>	<u>Storage Fee</u> (excess of 3 days)
Letter	No Charge	No Charge	No Charge
Package	\$10.00 each	\$10.00 each	\$2.00 each day
Pallet*	\$100.00 each	\$100.00 each	\$25.00 each day

*Pre-approval for all pallets must be obtained from the Shipping and Receiving Department.

Limitation of Liability and Responsibility for Material Handling Services:

Beaver Run Resort shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.

Beaver Run Resort shall not be responsible for loss, theft, or disappearance of materials after same has been picked up or delivered to designated areas.

Claims for loss or damage must be submitted to Beaver Run Resort Security Department prior to checkout or the close of exhibit show.

INSURANCE – It is understood that Beaver Run Resort is not an insurer; that insurance, if any, should be obtained by the guest or exhibitor. It is suggested that the guest or exhibitor arrange all risk coverage. Materials should be insured from the time they leave their origin until they are returned after departure from Beaver Run Resort.

BEAVER RUN RESORT AND CONFERENCE CENTER

Shipping Form

Your packages will not be shipped without this completed form.

Packages must be secured with packaging tape

(masking tape or duct tape will not be accepted)

Beaver Run charges a standard handling fee of \$10.00 per box

Date _____ Name of sender & conf. group _____

Phone Number of Sender _____

Number of packages _____ Value per box, if any \$ _____

Description of packages to be insured _____

Shipping Method

UPS & Federal Express will not deliver to Post Office Boxes

Federal Express

____ Standard Overnight
____ Priority Overnight ____ Early AM
____ 2 Day Service
____ 3 Day Express Saver
____ Ground Service (3 - 5 days)
____ Saturday delivery (extra charge for
____ Saturday pick-up (Saturday services)
____ Signature Required for Delivery

UPS

____ Standard Overnight
____ Priority Overnight ____ Early AM
____ 2 Day Service
____ 3 Day Service
____ Ground Service (5 - 10 days)
____ Saturday delivery (extra charge for
____ Saturday pick-up (Saturday services)
____ Signature Required for Delivery

Other Carrier _____

____ International - Requires description and origin of contents in description field above.

Shipping Address

Name _____

Company _____

Street address (NO PO BOXES) _____

City, State, Zip Code _____

Recipient's phone number (____) _____

Billing Information

____ Bill to guest - Name _____ Room # _____

____ Bill to guest's carrier account # _____

Company address, if different from above: _____

____ Bill to group master account # _____

____ Bill to credit card # _____ Exp. date _____

____ Bill to BRR account # _____

____ Signature _____ Date _____

Beaver Run Use Only

Shipped by _____ Date _____ Receipt # _____

Shipping charges (UP) \$ _____

Handling charges (\$10.00/box)(UH) _____

Packaging materials (UM) _____

Other charges (UO or UA) _____

Total charges \$ _____

Date to FD: _____

Taken to FD By: _____

FD Entered By: _____

Date Entered: _____