



# MIDPOINTE HOTEL

by Rosen Hotels and Resorts

## PACKAGE SHIPPING, RECEIVING & DELIVERY INFORMATION

A package room is available for the receipt and holding of packages for our guests. The package room will not be available to store exhibits or pallet due to space limitation. Convention and meeting materials should be identified with the name of the organization, meeting name, and date of arrival.

Packages should be labeled as follows:

Attn. Hold for "Guest Name, Meeting Name, Arrival Date"

**Midpointe Hotel**  
9956 Hawaiian Ct.  
Orlando, FL 32819-8122  
Ph. #407-351-5100

All packages will be weighed upon arrival and handling charges will be assessed to the guestroom or master account when they are delivered to you as detailed below:

### HANDLING FEES FOR RECEIVING – ALL PRICES ARE PER PACKAGE:

Letters, envelopes	No charge if under 1 lb.
Boxes, cases	\$10 0-10 lbs. \$20 10-25 lbs. \$35 25 lbs. or more
Pallets	Not accepted – Contact Management regarding alternative options
Storage: packages arriving greater than seven (7) days prior to guest arrival	\$5.00 per box per day

### HANDLING FEES FOR SHIPPING (GUESTS MUST CREATE LABEL WITH GUEST'S OWN ACCOUNT) – ALL PRICES ARE PER PACKAGE:

Letters, envelopes	\$5.00 per piece
Federal Express/UPS provided boxes, tubes	\$5.00 per piece
Boxes, cases up to 50 lb.	\$10.00 per piece
Boxes, cases over 50 lb.	\$20.00 per piece

- Owner of package as well as matching photo identification required to pick up all packages
- No charge for letters and envelopes under one (1) pound
- Management reserves the right to REFUSE boxes which are damaged during shipping, unsafe, or too large.
- Parcels are accepted seven (7) days prior to arrival. Storage charges will be applied as noted above.
- Number each box and know its contents. This helps when a specific box needs to be located immediately, i.e., 1 of 2, 2 of 2)
- Payment by credit card, room charge, or master account will be due prior to delivery of any boxes.
- Packages or luggage to be shipped without the owner present must correspond with an email from the owner of the item requesting this action to be completed.

### PACKAGE SHIPPING:

Full service shipping can be accommodated at Rosen Centre's Business Center. Midpointe Hotel offers limited package shipping services. Please visit Midpointe Hotel's reception for more details. Guests must use their own courier account number for shipping via FedEx, UPS, and DHL.