

ROSEN CENTRE HOTEL

PACKAGE INFORMATION

PACKAGES:

A package room is available for the receipt, holding, and delivery of small packages to guests in rooms, meeting spaces, and the exhibit hall. The package room will not be available to store exhibits or large crates in an effort to bypass the organization's contracted drayage company. Convention and meeting materials should be identified with the name of the organization and the Convention Service Manager servicing the account. 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.

NOTE:

Packages should not arrive at the Hotel earlier than five (5) days prior to the date required.

Packages can be shipped to: Attn. Hold for "<Guest Name/Meeting/Arrival Date>"
ROSEN CENTRE HOTEL
Convention Services Manager:
9840 International Drive
Orlando, FL 32819-8122
Ph. #407-996-9840

Charges for incoming materials will be assessed and charged at a rate of **\$30.00 /50 lbs.** The assessment charge is based on your cumulative weight of shipments to the hotel for your conference or stay.

GUEST PACKAGE SERVICES:

A wide array of transporting packages services are available to **The Rosen Centre** Conference and Convention customers and are managed on-site by *ROSEN EXPRESS*. Services include transporting inbound shipments sent to or outbound shipments sent from the **ROSEN CENTRE HOTEL**. Or if there is a need for your attendees to return convention material or exhibitor handouts, *ROSEN EXPRESS* will provide a personalized Convention Pak service to help attendees return packages to their work place or home. For assistance call *ROSEN EXPRESS* at (407) 996-0947.