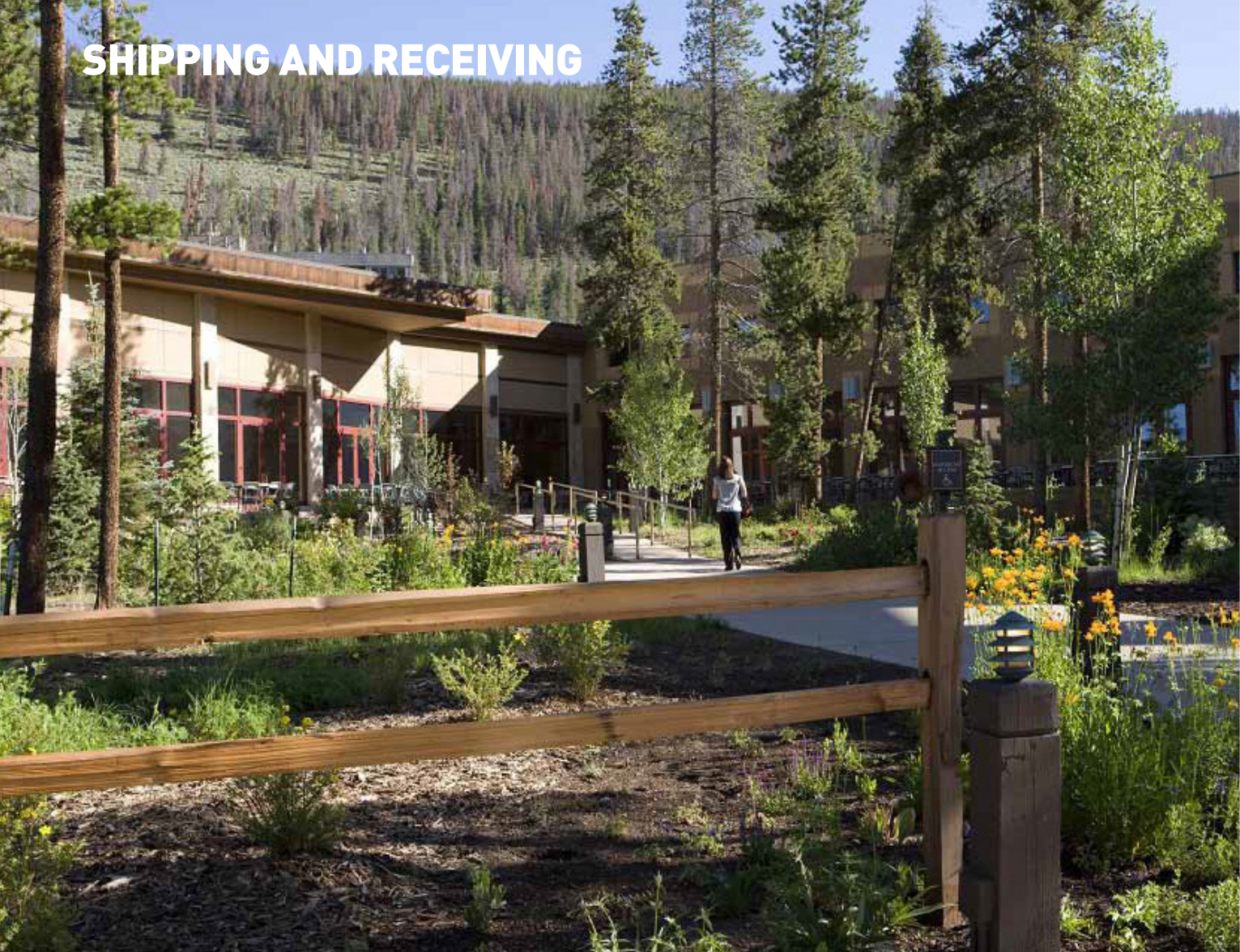


SHIPPING AND RECEIVING



WELCOME

LOCATION

ACTIVITIES

DINING

LODGING

CONFERENCE TOOLS

ENVIRONMENT

SHIPPING AND RECEIVING

GROUP SHIPPING AND RECEIVING

Any items being shipped that will have handling charges paid for by the Master Account should be addressed as follows:

Group name/group code
Attn: Meeting Planner Name
Deliver to room location:
Keystone Conference Center Receiving
0633 Tennis Club Road
Keystone, CO 80435

NOTE: Group shipments will be delivered to the conference meeting space by the Conference Shipping and Receiving Department. **(970.496.4294)**. Please provide an E-mail address to receive a detailed list of all in and outbound shipments

INDIVIDUAL SHIPPING AND RECEIVING

Any items being shipped that will have handling charges paid for by the Individual will be charged to the guest room or can call the Conference Shipping and Receiving Department to provide a credit card

Guest's name
Deliver to room location:
c/o Keystone Conference Center Receiving
0633 Tennis Club Road
Keystone, CO 80435

NOTE: Charge for handling packages is \$10.00 per package for packages under 70 pounds. Packages, crates, cartons, etc. over 70 pounds will be charged at the rate of \$.25 per pound. The handling charge is applied to all packages received or shipped. Please provide an E-mail address to receive a detailed list of all in and outbound shipments