

Thank you for inquiring about shipping to the hotel for your conference.

**Red Trolley Package Service:**



**For Shipping to the Hotel:**

Address shipping as follows:

**Guest Name\*/Company or Conference Name (this needs to be the guest picking up the package)**  
**C/O Town and Country Resort**  
**500 Hotel Circle North**  
**San Diego CA 92108**

**Attn: Package Room/Purchasing – HOLD For (NAME OF CONFERENCE\*)**

**Number of packages in shipment: (ie 1 of 3)**

\*must have the name of person retrieving package, the company name, and group name. We cannot allocate the box to anyone other than the recipient or the group, so the more information on the box, the better!

**Do not send to the attention of the Conference/Catering Manager.**

**Package & Delivery Fees** will be posted to account for services rendered to all Vendors who are guests and non-guests as follows:

0 – 10 lbs	\$5.00 per piece
11 – 30 lbs	\$10.00 per piece
31 – 50 lbs	\$15.00 per piece
Cases	\$25.00 per piece
Over -50lbs	\$25.00 per piece
Pallet	\$100.00 each

Storage Fee: After 3 days (pre or post), \$25.00 per day, per shipment / \$50 per day for pallets.

**Please send a shipping manifest of all expected shipments to your conference manager, so that our team can prepare for their arrival.**

**For Shipping Out:**

Please include your return shipping labels and have boxes packed, sealed and ready to ship, and we will send out for you. If you need to ship direct, we can provide the closest FedEx and UPS stores in the area.

If you need a timely pick up, please schedule your own pick up with the courier and your account. All others will be subject to be picked up as the couriers have availability/room.