

SHIPPING

INBOUND DELIVERIES

Please use the following guidelines so we may provide you with the timely receipt of your conference materials. You may contact your Event Manager for additional instructions or information.

Address all conference materials to:

Madden's on Gull Lake
11266 Pine Beach Peninsula
Brainerd MN 56401
HOLD FOR (name)
XYZ CONFERENCE
CONFERENCE DATES

Include on the label: Your name, the name of the conference you will be attending, and the conference dates.

Use any shipping agent/common carrier of your choice. Conference materials should arrive no earlier than one week prior to your conference.

All shipments must be prepaid.

Deliveries are accepted Monday-Friday, 8am-5pm. Saturday deliveries will be accepted with prior notification.

OUTBOUND SHIPMENTS

For prompt return of all conference materials, we request the following:

1. You must provide a shipping label
2. Obtain a SHIPPING CONTACT INFORMATION form from your Event Manager. Complete the form in its entirety.
3. Pack, seal and label all materials and attach the SHIPPING CONTACT INFORMATION form.
4. Notify your Event Manager when all materials are ready for shipping and if you have made the pick up arrangements.

UNCLAIMED MATERIALS

Conference materials left in meeting rooms after departure will be held for a period of one week before being disposed of.

Please Note:

Madden's on Gull Lake is not responsible for any delay in receipt or delivery of conference materials nor any special handling fees assessed by a carrier due to inadequate or improper handling. Packages bearing insufficient information to identify the conference or use date once received will be held in our warehouse for a period not to exceed 15 days and will be returned to originating shipper 'freight collect'.

Madden's on Gull Lake assumes no liability for the condition in which a package is received.

Information is subject to change without notice