

Shipping Instructions:

- Items cannot be received more than three (3) days prior to the function. Failure to do this may result in deliveries being refused or materials being unavailable when required. The Hotel's receiving entrance is open from 8:00 am-2:30 pm, Monday through Friday.
- The Hotel does not accept any liability for equipment, goods, displays or other materials, which arrive or fail to arrive at the hotel. The Group is responsible for insuring its property for loss or damage.
- All items shipped to the hotel should be labeled as follows:

OMNI HOUSTON GALLERIA HOTEL
2020 TxDOT Environmental Conference
(YOUR COMPANY NAME & NAME OF ONSITE PERSON)

****ATTENTION ALISHA SIILVER****
Four Riverway
Houston, Texas 77056

Box 1 of ____