



'A LOH I L A N I
R E S O R T
W A I K I K I B E A C H

SHIPPING & RECEIVING INFORMATION

Please send shipments / packages with the following information to :
Alohilani Resort Waikiki Beach, Attention: _____ (name of hotel recipient)

Please also indicate the following information on shipment:

- Name of Event (Hawaii Society for Respiratory Care)
- Location of Event: Angelfish I Ballroom
- Date of Event: September 17-19, 2018

Guidelines

- **Please do not send shipments more than 5 – 7 days prior to event date.**
- **Indicate Point of Contact (POC) at resort: Rhoderika Miranda, Catering Dept.**
- **At conclusion of event, it is the sole responsibility of the guest to call the shipping company, i.e. FedEx or UPS, to pick up the shipment and identify the pick-up location, Purchasing Department, located near the Loading Dock of the resort.**
- **All shipping labels and/or payments must be completed by guest**
- **All shipments must be removed on or before the conclusion of the event date, Wednesday, September 19, 2018, by 5 pm.**
- **All shipments left behind will accrue handling fees.**
- **Any and all debris from shipment must be removed by guest before the start of the event and by the conclusion of the event.**

Elevator Dimensions to access Angelfish I Ballroom are as follows:

Elevator Door Opening : 3 feet, 5 ½ inches wide

Exterior Height of Elevator: 7 feet

Interior of Elevator: 5'4" deep by 6'x9" inches wide

Interior Height of Elevator: 8 feet

*****It is the responsibility of the shipper and receiver to ensure the shipment can fit within the indicated dimensions of the elevator.**

If we may be of assistance, please do not hesitate to contact me at 808-921-6136 or via email at:
rmiranda@alohilaniresort.com