



Shipping Information

Items Being Shipped to the Hotel:

1. Packages will be stored 3 days prior to the start of your event at no charge. Items arriving before this time are subject to a \$5 per box per day storage fee.
2. Address packages using the following format:
Group Name, Meeting Room, Conference Dates
Client Contact Name, Exhibit Booth Number (If applicable)
Hotel Contact Name
Francis Marion Hotel
387 King Street
Charleston, SC 29403
3. Please let us know how many packages your group (including exhibitors) plans to send. Due to storage space limitations within the hotel, a storage fee will be charged for extra large items. A storage surcharge may also be assessed if a group sends an excessive number of items.
4. Pallets delivered to the hotel are subject to a \$100 processing fee.
5. Please note that the hotel does not have a lift or trailer height loading dock. It is the full responsibility of the shipping agent to load/unload large items from their vehicle.
6. Hotel loading elevator sizes/capacity:
Doorway: 41" W x 71" H
Inside: 58" W x 48" D x 90" H
Weight Limit: 2500 lbs

Shipping Items from the Hotel:

1. Group and individual vendors are responsible for all charges associated with items being shipped from the hotel.
2. Group and individual vendors should plan to bring all necessary shipping forms with account number, packing supplies, and tape, the hotel does not supply such items.
3. Once items are ready to be shipped (fully packed, sealed and addressed with payment information), guest will need to notify hotel. Hotel will transport items to the shipping & receiving department for pickup by Fed Ex, DHL or UPS. Please allow 1-2 days for pickup. Ground shipping is not available.
4. Additional shipping services are available through Kinkos at 73 St. Phillip Street, which is located one block from the hotel. (Kinkos: 843.723.5130).
5. The hotel is not responsible for items that are addressed incorrectly or do not have proper payment arranged.