

GRAND HOTEL SHIPPING INSTRUCTIONS & EXHIBITOR INFORMATION

Grand Hotel welcomes you and your organization to Mackinac Island. The following information is intended to assist you in shipping your registration materials, convention supplies, exhibit materials and other items to and from Mackinac Island and Grand Hotel. We recommend sharing this information with all persons that will be shipping items for your convention.

Shipping Instructions thru a common carrier such as Fed Ex, UPS or the USPS:

1. Shipping material to and from Mackinac Island and Grand Hotel is the sole responsibility of the organization or exhibitor and all arrangements for shipping both to and from Grand Hotel must be made by the organization or exhibitor prior to the shipment of all materials.
2. All shipments should be clearly addressed as follows:

Individual's Name and Name of Shipper's Company
c/o (Lauren Washburn)
Name of Group
Grand Hotel
286 Grand Avenue
Mackinac Island, Michigan 49757
Hold For: **Group Name**
 Group Dates
 Box _____ of _____

3. All shipments must be **PREPAID** by the shipper.
4. All shipments should be sent no MORE than ten (10) days in advance due to storage constraints at the hotel.
5. Shipping Items by major companies such as UPS, Fed Ex and the USPS will insure that there are no additional charges for boats and drays.
6. Overnight deliveries are not guaranteed to Grand Hotel and Mackinac Island, and there are no Saturday UPS deliveries.
7. If you are using Federal Express for shipping please be aware that their representatives come no closer than the mainland for drop off and pickup. They drop off packages that are marked as "Express" to the Shepler's Ferry Dock in St. Ignace. Regular ground Fed Ex is dropped at the Arnold Freight Dock in St. Ignace. Please allow extra time when shipping items via Federal Express and realize that when the packages show online as being signed for, that is at the off island locations, not the hotel itself.
7. If you ship via a common carrier (i.e.: US Postal Service, UPS, Federal Express, or other overnight services) then their rates will include transportation to Grand Hotel. Should you ship through another carrier (i.e.: trucking company) **you must complete the following steps.**

Exhibitor Information for shipping OTHER than common carriers (US Postal Service, UPS, Fed Ex, Etc.) for example, any Trucking Company:

Please ask your group if they have a contract with a ferry line for discounted freight. For groups that use Shepler's Ferry Line please use the following information for arranging transportation of large amounts of exhibit material, convention supplies, registration materials, etc. to and from Mackinac Island. Freight from Shepler's Ferry Line only arrives prior to 10:30am and after 8pm.

1. Shepler's Ferry Line, 601 N. State Street, St. Ignace, Michigan 49781 should be address for delivery.
1. Call (906) 643-9440 and please ask for Freight Manager, Chris Menominee
2. Shepler's Ferry Line and Grand Hotel requires that ADVANCED ARRANGEMENTS MUST BE MADE FOR BILLING TRANSPORTATION COSTS IF APPLICABLE.
3. Specific arrangements, regarding delivery of shipments to the carriers handling the return of exhibits to the exhibitor after the convention, should also be made through Shepler's Ferry Line.

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For groups that don't have a contracted ferry line and for larger pieces of equipment or delivery during the late morning or all afternoon you can also use Arnold Freight.

1. Arnold Freight, 303 Ferry Lane, St. Ignace, Michigan 49781 should be the address for delivery
2. Call (906) 430-0095 and speak with Veronica Dobrowolski
3. Arnold Freight and Grand Hotel requires **ADVANCED ARRANGEMENTS MUST BE MADE FOR BILLING TRANSPORTATION COSTS IF APPLICABLE**
4. Specific arrangements, regarding delivery of shipments to the carriers handling the return of exhibits to the exhibitor after the convention, should be made thru Arnold Freight.

Please note the trucking companies only deliver as far as St. Ignace to the freight docks; thus, it is very important to contact Shepler's Ferry Line or Arnold Freight in advance to arrange for smooth transition to and from Grand Hotel.

Arrangements for transportation of freight (exhibit material, convention supplies, registration materials) coming over from the Shepler's Ferry Line or Arnold Freight docks to Grand Hotel and from Grand Hotel back to the island docks are made through Mackinac Island Service Company, Mackinac Island, Michigan 49757.

1. Please ask for Jim Roe at (906) 847-3713.
2. Mackinac Island Service Company also requires ADVANCED ARRANGEMENTS MUST BE MADE FOR BILLING TRANSPORTATION COSTS.

Arrangements need to be made at Grand Hotel with your Convention Manager and Exhibit Manager for the return of the items after the exhibits are complete. Please make sure the Hotel Exhibit Manager or your Convention Manager knows which ferry company your freight needs to be delivered to and which of the cities, St. Ignace or Mackinaw City, if should be delivered to, whether it's going to the freight docks or the passenger dock, etc. Please note that all exhibit materials will be taken from the exhibit room the last day of the event and shipped out to the assigned ferry line and city, usually that day. If the exhibits end late in the day they may not go over to the mainland until the next day. It's important for the on-site exhibitor to know when their materials are being picked up and where they are being picked up from.

Exhibitor Information for bringing your items with you on any of the ferry lines:

If you are carrying your items with you on the passenger ferries there is usually no additional costs for your items depending on size and number of boxes. Please talk with your ferry company for details. There are some restrictions to the type, number and content of packages allowed on the passenger ferries.

Please ask at the docks for your exhibit materials to be have a Grand Hotel luggage tag attached to them. They will be transported with guest luggage to the hotel at no additional charge to you once you arrive on the island BUT please keep your personal luggage tags and the exhibit items luggage tags separate to have them routed to the correct area. Have turn in your personal luggage tags to the Front Desk for delivery to the guest rooms and the exhibit luggage tags to the Exhibit Manager, who will be in the room during setup, for delivery to the exhibit room. Not keeping the luggage tags separate for personal luggage and exhibit material will result in a delay in exhibit material delivery as all your items would then be delivered to your guest room once it was ready.

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You may also choose to keep your materials separate and have them delivered directly from the boat to the hotel and you would be responsible for keeping their separate from the hotel luggage and also for paying for the drayage from the docks to the hotel. Contact your ferry company for details. The following is the information for the drayage company:

1. Please ask for Jim Roe at (906) 847-3713.
3. Mackinac Island Service Company also requires ADVANCED ARRANGEMENTS MUST BE MADE FOR BILLING TRANSPORTATION COSTS.

Weight & Size Restrictions

Exhibit Packaging should be no larger than 6'x 6'x 4' and should weigh no more than 450 pounds. This is the weight constraints for the horses to pull the item up the hill to the hotel. Shipment of exhibits may be subject to size and weight restrictions imposed by the carriers, Shepler's Ferry Line Transit Company & Mackinac Island Service Company. **Grand Hotel reserves the right to refuse to handle any exhibit due to value of shipment or weight.**

Storage

Grand Hotel will provide without charge, storage for up to ten days for the exhibits prior to the convention and for empty cartons and crates during the convention. Items must be sent over within 48 hours after the last exhibit day to the mainland to be picked by the various available shipping companies.

Electrical & Phone Line Needs

Grand Hotel will provide without charge reasonable needs of exhibitors for normal electrical service (110v). Grand Hotel will make every effort to accommodate special electrical services, but arrangements must be made in advance and a reasonable charge for such services may be made. All such arrangements must be made in writing through the Convention Manager, Grand Hotel, Mackinac Island, Michigan 49757 at least thirty (30) days prior to the convention.

Grand Hotel can provide, with an additional charge, outside phone lines for use at your exhibit area. These need to be ordered at least thirty (30) days prior to the beginning of the convention. Please contact your convention manager for additional details.

WiFi and Internet

Grand Hotel provides at no additional charge, WiFi throughout the hotel and meeting areas. Strength of signal does vary in some areas. If you require a hard lined internet line you need to contact your Convention Manager and request a line 30 days in advance of the conference. There will be a charge for all wired phone or internet lines ordered.

Risk of Loss & Insurance

The risk of loss and damage to all of the exhibitor's goods, materials and displays shall be and remain that of the exhibitor, and the exhibitor shall keep all of such goods, materials and displays fully and adequately insured against any such loss or damage at any time.

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Limitation of Liability & Indemnification

ALL EXHIBITS, INCLUDING ALL GOODS, MATERIALS AND DISPLAYS USED IN CONJUNCTION THEREWITH, ARE AT ALL TIMES WITHIN THE EXCLUSIVE POSSESSION AND CONTROL OF THE EXHIBITOR. THE EXHIBITOR SHALL BE SOLELY RESPONSIBLE AND LIABLE FOR ANY LOSS OR CLAIMS FOR INJURIES OR DAMAGE TO PERSONS OR PROPERTY CAUSED THEREBY; GRAND HOTEL AND ALL OF THEIR EMPLOYEES, AGENTS AND REPRESENTATIVES SHALL HAVE NO SUCH LIABILITY AND THE EXHIBITOR WILL INDEMNIFY AND HOLD THEM HARMLESS FROM ANY SUCH LOSS OR CLAIM. EXHIBITOR SHALL MAINTAIN ADEQUATE PUBLIC LIABILITY INSURANCE WITH RESPECT TO ALL SUCH LOSSES OR CLAIMS.

Food & Beverage Instructions

In accordance with Michigan State Laws, Grand Hotel is the only authorized licensee to sell, serve or furnish liquor, beer, wine or food on these premises. No food or beverage of any kind is permitted to be brought into the Hotel, including exhibit areas.

ALL FREIGHT CHARGES ARE YOUR RESPONSIBILITY UNLESS YOUR GROUP HAS ARRANGED CHARGING WITH A SPECIFIC FERRY FREIGHT COMPANY