

SAN DIEGO  
**MISSION BAY**  
RESORT

**SHIPPING INFORMATION**

**FOR SHIPPING TO THE HOTEL:**

Please address all boxes/packages to whomever from your team will be getting them once they are here. Do not address them to the Conference manager's name since sometimes we could be receiving shipments from several different groups at the same time.

Shipping Address:

Receiver's Name  
Group/Program Name  
c/o San Diego Mission Bay Resort  
1775 E. Mission Bay Drive  
San Diego, CA 92109

Main Hotel Phone Number is: (619) 276-4010

Once we receive the boxes, we store them in our Bell Desk storage room. When you arrive at the resort, just ask for the boxes when you check-in at the front desk, and a bellman will get them for you. You can take the boxes then yourself, or a bellman can deliver them to your meeting room or guest room for you. We do not charge receiving or storage fees; however, there is a delivery fee of \$2.50 per box/package/board (\$25.00 per palette) to have a bellman deliver them.

**FOR SHIPPING OUT FROM THE HOTEL:**

UPS and FedEx both pick up daily at our hotel; however, you will still need to go online and schedule the shipment. The drivers will not pick up boxes unless a shipment has been scheduled. (UPS picks up at 2:00pm daily, and FedEx picks up at 5:00pm daily.)

After you have scheduled the shipment, please pack up the boxes and put the shipping labels on them. If you need any UPS or FedEx shipping labels or materials, you can get them from the front desk.

Once you have everything packed up and ready to ship out, just inform the front desk, and we will send a bellman to get the boxes from the meeting/function room. Our bellmen will take the boxes to our security department (for FedEx pickup) or our loading dock (for UPS pickup). There is a delivery fee of \$2.50 per box (\$25.00 per palette) to have our bellmen pick them up from the meeting room. If you like, you can deliver the boxes yourself to our security department or loading dock area without a delivery fee.

Any bellmen delivery fees (\$2.50 per box, \$5.00 per crate, or \$25.00 per palette) can be paid directly to the bellmen by cash or charged to a guest room.