

Shipping information to hotel

MAIL / SHIPPING / PACKAGE INSPECTION

If it is necessary for you to ship materials to Prairie Meadows, each item must be properly packed and marked with 1) the organization's name and contact, 2) date of the function, and 3) name of The Meadows contact. For your safety and security, cartons, packages, or other containers brought in or removed from Prairie Meadows by the Client, Client's guests, invitees, employees, and agents may be subject to inspection. Boxes, packages, and/or display materials will be accepted no earlier than three (3) days prior to the scheduled event date. The Meadows reserves the right to refuse packages which appear damaged and in any event, assumes no liability for the condition of the contents of such packages. Additionally, storage for items received prior to three (3) days and/or not removed following the conclusion of your event may be assessed storage fees. Returned shipping/packaging fees will apply. Prairie Meadows will not accept any responsibility for damage to or loss of any merchandise or articles left in the facility prior to, during, or following the Client's function.

Incoming packages and boxes to The Meadows are to be addressed as follows:

Prairie Meadows

Ms. Jane Doe (Hotel Guest or Meeting Planner, Reservation #)

Function or Group Name & Date

The Meadows Contact (Event Coordinator)

1 Prairie Meadows Drive

Altoona, Iowa 50009

Shipments of more than 10 boxes and any boxes heavier than 70 lbs. must receive prior approval from your Event Coordinator. Handling and storage fees for large shipments will apply.

****Electricity will be included with each booth.**

****Need to return your booth items - they will give you a form to fill out when you are on the property.**