

GAYLORD OPRYLAND RESORT & CONVENTION **CENTER** **SHIPPING INFORMATION**

IKON Office Solutions is the official package handling provider for the Gaylord Opryland Resort & Convention Center. All shipments addressed to the Resort are handled by IKON. Shipments should be scheduled to arrive to the Resort not more than three days prior than the date they will be retrieved. Shipments delivered for retrieval the same day will be available after 12:00pm. Due to the large volume of shipments handled by the Resort, please follow addressing instructions carefully.

FedEx is the preferred shipper for the Gaylord Opryland Resort & Convention Center Nashville.

Prices

- The following prices apply to all parcels received by IKON:

Package Handling - Incoming & Outgoing

Letter / Pak Size \$7.50

0-15 lbs \$12.00

16-30 lbs \$17.00

31-50 lbs \$25.00

51-75 lbs \$30.00

76-100 lbs \$50.00

Pallets \$.50 per lb

(Above prices do not include shipping costs)

- **Shipments received by the Resort are subject to the Resorts handling fees.**

Guest Parcel Services:

Packages can be retrieved during the following Hours of Operation. Package deliveries are handled on a first-come-first serve basis. The carrier's tracking numbers are the best way to locate shipments – please bring them with you. Please dial ext. 17651 to contact the Guest Parcel Desk (direct line 615-871-7651).

Hours of Delivery: Monday – Friday 8:00 am – 5:00 pm
Saturday & Sunday 10:00 am – 4:00 pm

General Shipping Address

All packages sent to the Hotel should be prepaid. The Hotel will be unable to accept any packages arriving C.O.D. and no notification will be made by the Hotel to the Shipper. Any materials being sent to the Hotel should be marked as follows:

Gaylord Opryland Resort & Convention Center
2800 Opryland Drive
Nashville, TN 37214

ATTN: Recipient Name and Company
Ref: Meeting Name
Arriving: Event Dates

All packages received and sent out are subject to handling fees. Shipper should provide return address labels.

IKON will provide a full service Business Center offering black and white and color copying or printing, fax services, over-size color printing, laminating, binding, computer/internet access, copier rentals, and office supplies.

Hours of Operations: Monday – Sunday 7:00 am – 9:00 pm including holidays
and can be reached by dialing **ext 82660** (direct line 615-458-2660).

If you have any questions or concerns regarding the either Guest Parcel Services or the Business Center please call IKON's on-site Marketing Liaison– 615-533-8372.