

Conference & Convention Package Procedures

The Wyndham LBV strives to provide our guests with an efficient method of receiving packages. A few important procedures must be followed in order to ensure that guest packages are accounted for and delivered promptly.

We ask that when labeling packages, the following details are provided on the label:

1. Name of group, conference or convention
2. Dates of the group, conference or convention
3. The name of the person who will pick up the package
4. Charges for receiving & holding are:
\$10 per item (25# maximum) or \$125.00 per pallet

Shipments will only be accepted within 7 days of the group, conference or convention. Please do not indicate any employee name on the label.

NAME OF PERSON WITH GROUP CLAIMING PACKAGE
Wyndham Lake Buena Vista Resort
SAMPLE LABEL: **1850 Hotel Plaza Boulevard**
P.O. Box 22202
Lake Buena Vista FL 32830-8406
HOLD FOR:

**NAME OF GROUP CONFERENCE OR CONVENTION DATES OF
GROUP CONFERENCE OR CONVENTION**

Name: CCFS Campus Fire & Life Safety Forum

Date: November 11-13, 2025

The hotel cannot be responsible for mislabeled packages.

Special arrangements are necessary for any large (over 10 pieces) shipment:
labor and storage charges will apply.

Fed-Ex and UPS are preferred in-bound shippers as they deliver directly to property. USPS packages are delivered off-site and will be delayed

Outgoing shipping arrangements are the responsibility of the Exhibitor.