

### **Riverhouse Conference Center Shipping Information**

Any packages that are sent to Riverhouse on the Deschutes for pre-event storage must be sent in the following manner:

- (1) The package must be sent to the attention of the guest picking up the package on-site.
- (2) On the address label indicate the group event name.
- (3) The shipping address is: Riverhouse on the Deschutes Convention Center, 2850 NW Rippling River Court, Bend, Oregon 97703.

Packages sent more than three (3) days prior to the event will be subject to \$20 per package per day fee. Pallets arriving more than three (3) days prior to the event that are 500 pounds or less will be subject to a \$75 per pallet per day fee. Any pallets arriving more than three (3) days prior to the event over 500 pounds will be subject to a \$125 per pallet per day fee.

The Riverhouse on the Deschutes is not responsible for packages or pallets that are lost, stolen or damaged.

The Riverhouse on the Deschutes does not own a fork lift so if pallets need to be loaded or unloaded a fork lift will need to be provided by the party shipping the pallet.