

Omaha - La Vista/Hotel & Conference Center

Shipping & Receiving

In-Bound Shipments

Please include the following information on your in-bound package label:

Name of Group
Attn: Guest Name or Company Name / Cell Number
Embassy Suites La Vista
12520 Westport Parkway
La Vista, NE 68128

- Arrangements to receive 10+ packages and pallets must be made in advance.
- Embassy Suites is not responsible for any damaged packages and has the right to refuse any shipments
- Embassy Suites is not responsible for helping unload any delivery truck that may drop off shipments. The Hotel does not own a forklift.

Hours for Receiving Freight

Monday-Friday: 7AM-4PM, at the back dock of the Conference Center

Saturday-Sunday: By the Embassy Suites Front Desk

Normal Delivery Times

UPS: 11am – 1pmFedEx: 9am – 12pm

Incoming Packages

Envelopes and Small FedEx/UPS Carrier Company Boxes	No Charge
All Packages 5-10 pounds	5
All Packages 11-20 pounds	
All Packages 21-35 pounds	
All Packages 36-50 pounds	\$20.00 per package
All Packages 51+ pounds	\$25.00 per package
All Packages held over 4 days	\$2.00 per package per day
All Normal Size Pallets	\$75.00 per pallet
All Oversized Pallets	\$100.00 per pallet
All Pallets held over 2 days	\$50.00 per day

All packages not claimed after 30 days will be discarded!