

## SHIPPING/RECEIVING AND STORAGE & MATERIALS HANDLING

The UPS Store, our partner located within the hotel, is responsible for storage or materials receiving/handling. Please ensure that prior arrangements for storage or materials handling have been made before any shipment of materials to the Hotel. The current pricing for packages are as follows:

WEIGHT	INBOUND RECEIVING FEE	INBOUND DELIVERY FEE	OUT-BOUND HANDLING FEE
Carrier Envelope	\$5.00	Included	\$5.00
Padded Pak	\$5.00	Included	\$5.00
1 to 10 lbs	\$7.00	Included	\$7.00
10.1-21 lbs	\$12.00	Included	\$12.00
21.1-41 lbs	\$25.00	Included	\$25.00
41.1 to 60 lbs	\$40.00	Included	\$40.00
60.1 to 100 lbs	\$70.00	Included	\$70.00
100.1 lbs+	\$120.00	Included	\$120.00
Crates & Pallets	\$250.00	Included	\$250.00

Arrangements must be made with your Conference Services/Catering office or through The UPS Store directly. All materials should be clearly labelled with the function name, function date, function room, and your Conference Services/Catering representative's name. We will not be responsible for the exhibit, displays and products locked in the function room. You must provide your own security for this protection if needed.

We will receive meeting/exhibit materials under the following conditions:

1. The UPS Store will accept packages within 24 hours of a guest's arrival only. Packages delivered before this period will be subject to additional charges.
2. The UPS Store should be notified in advance that materials are being sent, including the quantity, size, arrival date and the shipper at least one working day prior to delivery. Please contact your Conference Services Manager or The UPS Store directly with this information.
3. Each piece received must be labeled with the guest's name or the meeting name, guest's arrival date or date of the function, and the name of the Hotel manager in charge of the function.
4. Groups should make arrangements to ship their materials out of the Hotel. The group is responsible for packing, sealing and labeling their own boxes. The hotel will arrange shipping (for extraordinary services a charge may apply).
5. The UPS Store will assist and store properly sealed and labeled materials for 1 day. Any additional days will be subject to additional charges.