



## *Shipping & Receiving*

### **Hours of Operation**

Monday - Friday	7:00am - 4:30pm
Saturday	6:00am - 2:30pm
Sunday	Closed ( <i>we will open upon request</i> )

### **Package Handling Fees**

#### **IN-BOUND**

*The minimum fees are as follows.*

<b>0 to 5 pounds</b>	<b>\$5.00 each</b>
<b>6 to 20 pounds</b>	<b>\$10.00 each</b>
<b>21 to 50 pounds</b>	<b>\$15.00 each</b>
<b>50 and up</b>	<b>\$25.00 each</b>
<b>Crates</b>	<b>\$35.00 each</b>
<b>Displays</b>	<b>\$45.00 each</b>
<b>Pallets</b>	<b>\$85.00 each</b>

#### **OUTBOUND**

*Minimum Fee to be applied to all OUTBOUND packages*

<b>Outbound packages</b>	<b>\$5.00</b>
<b>International packages</b>	<b>\$20.00</b>
<b>Pallets</b>	<b>\$50.00</b>

### **Shipping Instructions**

If you are sending materials to the hotel, proper labeling and delivery information is essential. Improperly labeled packages account for the majority of lost and misplaced packages. The hotel does not have a receiving dock. The receiving area of the hotel is located in the hotel's basement at the Shipping & Receiving department. If the freight is being delivered on pallets or in boxes that weigh 50lbs or more, a lift gate truck will be required. Our freight elevator dimensions are 77"H x 77"W x 57"D.

