

SHIPPING & RECEIVING

SHIPPING & RECEIVING OF PACKAGES

(Group Materials only, does not apply to exhibitors)

All packages are to be delivered to the loading dock and will be stored in the Business Center located on the lobby level or the Package Room based on size. We ask that all shipments are scheduled to arrive no earlier than 3 days prior to the conference.

Service Fees - Charges incurred shall be applied to the receiver of material, thus, applied to either an individual guest room account/folio or Group Master Account. These charges cover the cost of labor, processing, receiving, tracking, storing, and delivering.

The price for receiving will be based on pounds and will include storage. If storage exceeds 3 days, a \$25 per item/day storage fee will be added. If the boxes are delivered within the three day allowed arrival time, no storage fees will be assessed. The weights will be taken off the FedEx, UPS or DHL boxes. These packages do not need to be weighed at the hotel. On rare occasions, packages may come from another source without weight information. In these cases, weights will be determined by the hotel scale.

Inbound Package Handling Fees - The fees are as follows:

This is the standard range of pounds to be used at all Hotels	Minimum fee to be applied to all incoming packages
0 to 5 pounds	\$5.00 each
6 to 20 pounds	\$10.00 each
21 to 50 pounds	\$15.00 each
Over 50	\$25.00 each
Crates	\$50.00 each
Outbound Package Handling Fees:	\$5.00 each box

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Materials Should be Addressed as Follows:

Sheraton San Diego Hotel and Marina
1380 Harbor Island Drive
San Diego, Ca 92101

Name of Conference:
Hold for Guest Name:
1 of 2, 2 of 2, etc.