



2100 Alaskan Way
Seattle, WA 98121

SHIPPING & RECEIVING

Event Receiving and Shipping of Packages for Client, Exhibitor and/or registered Guests; procedures and fees for Client, Client Exhibitors and attendees who are registered Guests will be subject to the following procedures and fees for receiving and shipping of materials related to the Event:

A. RECEIVING:

1. Packages will be accepted no earlier than three (3) business days prior to the scheduled Event.
2. Any package remaining three (3) days after the scheduled function will be removed from storage and returned to the sender.
3. Special arrangements for perishable items must be made in advance.
4. Each package must clearly indicate the following information next to the address label: (1) Name of Event, (2) Date of Event or expected Client arrival, and (3) **Name of individual who will actually claim the package (not the hotel contact).**

B. FEES for Receiving:

1. To cover the handling (receiving, storing, tracking and/or delivery) the following charges will apply: \$5 per package, \$10 for oversize packages and/or \$100 per pallet.
2. Fees are due when packages are received and are hereby authorized to be charged to the Clients Master Account or credit card.
3. Charges may be paid in cash or credit card.
4. Registered guests may also charge the fees to their guestroom.

C. SHIPPING:

1. Packages for shipments via UPS, FEDEX, or DHL may be brought to the hotel's shipping & receiving area or arrangements can be made for pick up.
2. Delivery street address and phone number are required for shipping.

D. FEES for Shipping:

1. The hotel will ship packages via UPS, FEDEX or DHL as long as they are debited directly to the Client, Exhibitor or Guest's respective account number and accompanied by the proper documents or delivery waybill for a fee of \$5 per package, \$10 for oversize packages and/or \$100 per pallet.
2. Charges may be paid in cash or credit card.
3. Registered guests may also charge the fees to their guestroom.

Client Initials _____