

SHIPPING AND PACKAGE HANDLING PROCEDURES



Company Name:

Group/Event Name:

Group:

Exhibitor:

SHIPPING AND PACKAGE HANDLING PROCEDURES

1. All incoming packages should be addressed to a client's name and marked with a company's name and the date of a conference. We do not deliver packages to booths or rooms. Packages are held in Business Center. Charges apply for the storage space.

GUEST NAME (Name of the On-Site Contact Person)

GROUP/EVENT NAME

CONFERENCE DATE

ADDRESS: 7600 John Q. Hammons Dr.

Frisco, TX 75034

of boxes (i.e. Box 1 of __)

2. Packages that are shipped through the business center have to have shipping labels attached. All boxes being shipped out require the Sender to call the Carrier (UPS, FedEx) and arrange for pick up. If Business Center is closed, the Sender needs to take packages to a FedEx or UPS store.

Holding & Shipping Fees/Policies

Here are the charges and fees for package handling. Charges are Per Day after 24 hours
Boxes left on the premises for longer than 30 days after departure without shipping instructions will be discarded.

Incoming & Outgoing package handling fees:

Boxes up to 36" x 24" x 24" up to 20 lbs	\$5.00 per box / per day
Boxes 21 lbs or larger or display cases	\$10.00 per box / per day
Pallets	\$100.00 per pallet/per day
Forklift & Operator (as requested)	\$125.00 per pallet

**There is no charge if packages are picked up on the day they arrived.*

Hours of Operation & Instructions

All incoming shipments must be tracked and picked up from the business center by the recipient. If you would like your shipment delivered to you, you must notify our business center supervisor or our staff for delivery. If you would like to ship a package through the business center, we will gladly accommodate you between Business hours (hours may vary,) however, please have your own shipping labels attached to your package and be prepared to call in your shipment so that FedEx/UPS knows it is ready for pick-up! If you would like to handle all of your shipping needs through the business center account, we can gladly do so, but there will be additional fees to cover the shipping expenses as well as the pick-up fee that will be placed on our account. Please also note that shipping tape is not free; if needed and you do not supply your own it will need to be purchased if you would like to use our services.

SHIPPING AND PACKAGE HANDLING PROCEDURES



**EMBASSY
SUITES**
by HILTON™

Dallas - Frisco/Hotel, Convention Center & Spa

After-Hours

If you need to ship a package outside of business center hours (hours vary) on the weekends, the closest FedEx and UPS locations are listed below or feel free to speak with our staff about after-hours shipping attendant packages. You are welcome to leave your package at the front desk for shipping, however, if your package is NOT shipped through the business center, you are leaving it at your own risk; we do not have a shipping specialist to advise you, the package cannot be documented in our log or stored in our locked storage area, and no member of the hotel staff shall be responsible for it. Packages left unattended are in no way the responsibility of the hotel staff.

FedEx Office Print & Ship Center

1-800-463-3339

8290 Texas 121

Frisco, TX 75034

UPS: (8:00 AM - 6:30 PM)

1-800-742-5877

The UPS Store

4760 Preston Rd. #244

Frisco, TX 75034