SHIPPING SERVICES

Renaissance Grand and Suites

Complimentary Parcel (Receiving) for Meeting Planners

Peak Rooms	Complimentary
10 - 50	5 Boxes
51 - 250	10 Boxes
251 - 500	2 Pallets
501 - 1000	5 Pallets
1001 - 1500	10 Pallets
1501 - 2000	15 Pallets

PALLETS/FREIGHT

Incoming/Outgoing

WEIGHT	PROCESS & HANDLING	ADDITIONAL STORAGE
(In pounds)	*(Inclusive of storage for 3 business days)*	*(Per day)*
0 – 50 lbs	$ 15.00 flat	$ 25.00
51 – 100 lbs	$ 00.30 per pound	$ 25.00
101 – 500 lbs	$ 00.25 per pound	$ 25.00
501 – 1000 lbs	$ 00.20 per pound	$ 25.00
1001 – 2000 lbs	$ 00.15 per pound	$ 25.00
2001 lbs and over	$ 00.10 per pound	$ 25.00

INCOMING PARCEL FEE

- $ 7.00 process and handling fee per parcel
- No charge for courier provided envelopes and boxes (*i.e. Federal Express/UPS/Airborne/DHL*)
- Handling fees waived for hotel guest shipping 2 parcels or less

  (*above rates apply after 2nd parcel*)

OUTGOING PARCEL FEE

- $ 7.00 process and handling fee per parcel for clients using their own account
- $ 12.00 process and handling fee per parcel for clients using hotel account
- No charge for courier provided envelopes and boxes
- Shipping available via UPS/Fed- x/Airborne
- Rates posted according to service provider's table rate plus packing material

PACKING MATERIAL CHARGES

- Bubble wrap - $ 1.00 per foot
- Boxes - $ 2.00 to $ 10.00 per box according to size
- Packing tape - $ 6.00 per roll
- Peanuts - $ 1.00 per ½ cubic foot

LABOR SERVICES *(Including pack and ship and drayage services)*

- $ 25.00 per hour with a four hour minimum
- Handling & Processing fee of $7.00 will apply on all outgoing parcels