



Sheraton

PACKAGE SHIPPING & LABELING PROCEDURES

In order to help expedite the timely delivery and return of packages, all boxes must be labeled with name of the group's recipient (NOT the Hotel Sales or Service Manager), group name and the date of the program. A sample label is shown below. Please call or email your Catering or Convention Services Manager to provide them with the number of packages you are shipping, the method of shipping and expected delivery date to the Hotel. All packages will be held in the hotel package room until they are delivered to the designated room. In order to retrieve your packages, please contact the Bell Desk, Security, StarMeeting Concierge or a Banquet Captain. Packages can be retrieved 24 hours each day.

SAMPLE SHIPPING LABEL

<p>NAME OF GUEST RECIPIENT c/o SHERATON SEATTLE HOTEL 1400 SIXTH AVENUE SEATTLE, WA 98101</p> <p>GROUP NAME ARRIVAL DATE PACKAGE # ___ of ___</p>

HANDLING FEES

The Sheraton Seattle Hotel assesses handling fees as noted below. For your convenience, charges will be posted to the guest room or group master account. Charges will appear on your final room bill as Business Center. The hotel cannot store packages for more than three (3) days prior to or three (3) days after a program. A \$30.00 per item, per day charge will be added if storage exceeds this time-frame.

Inbound Packages	
0 to 5 pounds	\$ 7.00 each
6 to 20 pounds	\$13.00 each
21 to 50 pounds	\$18.00 each
Over 50 pounds	\$55.00 each
Crates	\$80.00 each
Pallets	\$125.00 each

Outbound Packages* \$5.00 each

*Guests may use their own account or use Hotel's service at an additional cost.

