



Sheraton[®]

SAN DIEGO HOTEL & MARINA

Package Receiving & Handling Form

Tracking Numbers

SHIPMENT SENT VIA* FedEx UPS USPS Other: _____

TOTAL PACKAGES: _____

Delivery Date: _____

To Guest Name: _____

Company: _____

Conference Name: _____

Event Location: _____

Guest Room #: _____ Booth/Table #: _____

Payment - Bill To: Group Master Guest Room Credit Card

Group Master Account # _____ Guest Room # _____

Credit Card – We cannot accept your card information on this form. Please provide the contact information so we can send an encrypted form for you to complete to charge to your credit card.

Name & Email: _____

**** SHIPPING & HANDLING INFORMATION ****

	Incoming Quantity	Outgoing Quantity	Total Quantity		PRICE		TOTAL
Per Box 1 – 10lbs Or padded pack	_____	_____	_____	X	\$10.00	=	_____
Per Box 11 – 25lbs	_____	_____	_____	X	\$20.00	=	_____
Per Box 26 – 40lbs:	_____	_____	_____	X	\$30.00	=	_____
Per Box 41 – 75lbs:	_____	_____	_____	X	\$50.00	=	_____
Per Box 75lbs- 149lbs:	_____	_____	_____	X	\$100.00	=	_____
Over 150lbs / Freight:	_____	_____	_____	X	\$.65 per lb	=	_____

PLEASE SEND TO BACK TO YOUR EVENT MANAGER: Margarita.Yanzina@sheratonsandiegohotel.com

I accept that the Sheraton San Diego is not responsible for missing items or damage resulting from the packing or shipping of items. By signing this form, I authorize the Sheraton San Diego Hotel to charge my account for the handling and service fees indicated on this form. These charges are in addition to regular freight charges imposed by UPS, DHL, FedEx, or any other service carrier.



Package Receiving & Handling Form

Shipping & Handling Information

○ **RECEIVING:**

- The Hotel’s receiving office is open **7:00am – 3:30pm, Monday through Saturday**,
- Deliveries must be received at the loading dock behind the hotel and clearly labeled with the following information:

- **Guest/Recipient’s Name:** _____
(Person who will ask for & pick up the package/s)
- **Exhibitor/Company Name:** _____
- **Booth/Table Name or #:** _____
- **Conference/Event Name:** _____

Sheraton San Diego Hotel & Marina
1380 Harbor Island Drive
San Diego, CA 92101-1092
Box # _____ of # _____

- Meeting planners **MUST** notify their Catering or Conference Manager of any shipments to the Hotel, especially if they require special handling. There are labor charges for receiving, storing and transporting packages to/from the meeting space. Please refer to your Sales Agreement for your contracted fees.
- **General delivery charges are as follows:**

Incoming Package Handling	Price
1 – 9.9 lbs.	\$5.00
10 – 19.9 lbs.	\$10.00
20- 29.9 lbs.	\$20.00
30 – 49.9 lbs.	\$30.00
50 – 74.9 lbs.	\$40
75 – 149.9 lbs.	60.00
Large Packages 150 lbs+ & All Freight	\$0.50 lb

- Items labeled “Fragile” will be assessed a \$15 surcharge beyond the above prices. In the event the Hotel needs to handle sensitive material (e.g., computers), outside labor may be required at an additional expense.
- Storage over (3) days is \$25.00 per item, per day. Boxes received more than three (3) days prior to the first event will incur a \$25 per piece storage fee, per day outside of three days.
- Group is responsible for removal of all pallets and shipping materials. If pallets and shipping materials are not removed, removal fee of \$10 per pallet will apply and will be added to master account.
- Boxes should be numbered “1 of 6”, “2 of 6”, “3 of 6”, etc. This way we will know when incomplete shipments are received & can make you aware as soon as possible.
- Please also indicate on the outside of the box any content descriptors (‘Name Badges’, ‘Binders’, ‘Registration Materials’, etc.)
- The Hotel cannot assume responsibility for storage of boxes received more than five (5) business days prior to the Group’s meeting, event or program. Shipments received prior to the five (5) days will be returned.
- The Hotel does not accept liability for equipment, goods, displays or other materials that arrive or fail to arrive at the Hotel. The sender is responsible for insuring its property for loss or damage. All packages must be clearly marked with a return address.
- Deliveries requiring the use of the loading dock for an extended period of time and/or special equipment need to be coordinated with the Conference and Catering Department in advance. Charges may apply. Please contact your Conference Manager to make arrangements.
- Exhibit materials must be shipped through the Group’s designated Drayage Company. Any exhibitor choosing to ship packages directly to the Hotel will be subject to shipping and handling fees.
- Any shipment being sent on your behalf through sponsors and/or vendors should be informed of these procedures.



Package Receiving & Handling Form

- Packages can be retrieved by contacting our Event Meeting Specialist or the Package Department by dialing Ext. 2282 on any Hotel house phone. When calling, please let our team know where you would like your packages delivered (i.e., your exhibit booth, your guestroom, etc.).
- Please make sure you are present at the time of delivery to sign for all packages.
- Please keep in mind that most shippers deliver packages to the Sheraton between 10:30am and 2:00pm. It may take the receiving department several hours to process all packages once delivered. Therefore, some same day deliveries may not be available until 3:00pm that day.
- All unpacking, booth set up, trash removal and storage of boxes is the responsibility of the individual exhibitor or group.
- Note: The Hotel does not provide forklifts, dollies, or flat beds for guest use.
- No cash on delivery (COD) packages will be accepted. The Hotel policies on safe package handling are based on the advice from the United States Postal Service (USPS) and Federal Centers for Disease Control and Prevention (CDC).

OUTGOING SHIPPING: Sheraton San Diego Hotel & Marina is pleased to ship out all boxes/materials according to the following policies:

There are labor charges for receiving, storing and transporting packages to/from the meeting space. Please refer to your Sales Agreement for your contracted fees. **General delivery charges are as follows:**

Outgoing Package Handling	Price
1 – 9.9 lbs.	\$5.00
10 – 19.9 lbs.	\$10.00
20- 29.9 lbs.	\$20.00
30 – 49.9 lbs.	\$30.00
50 – 74.9 lbs.	\$40
75 – 149.9 lbs.	60.00
Large Packages 150 lbs+ & All Freight	\$0.50 lb
Shrink Wrap	\$25.00
Palletize Service (includes shrink wrap)	\$100.00
Special Handling	\$100.00

- All guests or attendees must fill out a Shipping Request Form for each outgoing item. These may be found at the Bell Desk, Front Desk or with The Event Meeting Specialist.
- Guests must pack and seal boxes and affix proper labeling in order for Hotel to accept outgoing shipments.
- Boxes must be picked up by the Package Department before 10:00am in order to be shipped out the same day. After 10:00am, boxes will be shipped out the following business day.
- FedEx has daily pick-ups from the Hotel Monday through Friday. UPS pick-ups must be pre-arranged by the shipper directly with UPS. The Hotel cannot arrange UPS ground pick-ups or print UPS labels on your behalf.
- Outbound International shipments must be handled by shipper. Hotel is not able to send international packages.



Package Receiving & Handling Form

Sheraton
SAN DIEGO HOTEL & MARINA

Incoming Exhibitor Shipping Label Example:

To send to the resort

FROM: _____
ADD. _____
CITY: _____
STATE: _____ ZIP: _____

DATE OF FUNCTION: _____
GROUP NAME: _____
ATTENTION: _____
EXHIBITOR: _____

SHIP TO:
Sheraton San Diego Hotel & Marina
Attn: Margarita Benoit
1380North Harbor Island Drive
San Diego, CA
92101-1092

E

CONFERENCE MANAGER: _____	NUMBER OF PKGS: _____
ONSITE CONTACT NAME: _____	OF _____



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SAN DIEGO HOTEL & MARINA

Package Receiving & Handling Form

Outgoing Exhibitor Shipping Label Example:

To send from the resort

Sheraton San Diego Hotel & Resort
1380 Harbor Island Drive
San Diego, CA 92101-1092

Ship To:

Number of packages:

_____ OF _____

Shipping Account Number: _____

(Ex. FedEx Account number, UPS Account Number, etc.)

Preferred Shipping Company: _____

(Ex. FedEx, UPS, etc.)

Guest Room Number: _____

(If room charge is preferred. See page 3 for details)