

**RENAISSANCE CLEVELAND HOTEL SHIPPING AND RECEIVING**  
**PRICE LIST**

HOURS OF OPERATION: MONDAY-FRIDAY 6:30 A.M.-3:00 P.M.

(ADJUSTED BASED ON DEMAND)

**INCOMING PARCEL FEE(individual, personal guest packages/shipment)**

- \$10.00 process and handling fee per parcel. (Includes exhibitor road cases)
- No charge for courier provided envelopes (*i.e.* *Federal Express/UPS*)

**OUTGOING PARCEL FEE**

- \$35 processing and handling fee per parcel on guest or hotel account. (Includes exhibitor road cases)
- Shipping available via FedEx/UPS/ on guest account – UPS on Hotel account.
- Rates and service fees charged according to service provider's table rate.
- Envelopes sent on guest account are complimentary.
- LABOR SERVICES (Including pack and ship) \$25.00 per hour with a four hour minimum.
- Rate for packaging and labeling is \$30 per package.

**FREIGHT--- INCOMING / OUTGOING(convention, meeting, exhibitor, tradeshow, vendor shipment)**

## **WEIGHT PROCESS AND HANDLING ADDITIONAL STORAGE**

***(IN POUNDS) (INCLUDES 3 DAYS OF STORAGE)  
(PER DAY)***

Shipment to the Hotel \$50.00 per 100lbs. \$50.00 Minimum \$25.00

Special Handling on- Site \$75.00 per 100lbs \$25.00

Outbound Shipping \$35.00 per 100lbs \$25.00

**Calculation of Order:** When recording weight, please round up to the next 100lbs.

(i.e.: 270 lbs. = 300 lbs., 3 X Rate = Dollars or minimum, whichever is greater.)

### **\*\*\*STORAGE\*\*\***

- **3 DAYS complimentary. Additional storage charge of \$25 per day, per pallet and/or parcel.**

**DAEL COLVIN** | SENIOR EVENT MANAGER, CMP  
RENAISSANCE CLEVELAND HOTEL | 24 Public Square | Cleveland OH. 44113  
t: 216.902.4020 f: 216.696.3102