

**GROUP SHIPPING FORM**

**HANDLING FEES: Fees applied are in addition to standard shipping rates. All handling fees can be applied to a guest room/master account or billed to a credit card if not staying at the hotel:**

<b>WEIGHT</b>	<b>IN-BOUND</b>	<b>OUT-BOUND</b>
RECEIVING WITH DELIVERY FEE:		HANDLING FEE:
0.0 - 1.0 lbs	\$5.00	\$0.00
1.1 - 10 lbs	\$15.00	\$10.00
10.1 - 20 lbs	\$20.00	\$15.00
20.1 - 30 lbs	\$30.00	\$20.00
30.1 - 40 lbs	\$40.00	\$25.00
40.1 - 60 lbs	\$50.00	\$25.00
60.1 + lbs	\$70.00	\$50.00
Crate / Pallet**	\$150.00	\$150.00

**\*\* Above pricing based on standard pallet size of 40" X 48" and up to 350lbs each. Any oversize/custom pallets or crates will**

**require specific dimensions & weight 7 days prior to arrival of goods (subject to additional charges).**

**\*\*Pallets are the responsibility of the group to dismantle \*\* Please ask your event planner if a pallet will fit into your specific space**

**\*\*There is a \$50.00 per crate/pallet fee if moved from room to room**

**STORAGE FEES: Fees apply to each package received more than 3 business days before delivery to recipient**

<b>TIME PERIOD</b>	<b>\$ Per Day/Per Package</b>	<b>\$ Per Day/ Per Pallet</b>
<b>3+ Days</b>	<b>\$15.00</b>	<b>\$50.00</b>

**Shipping Address of Renaissance Dallas Hotel:**

**2222 North Stemmons Freeway Dallas TX 75207**

**Shipping to the Hotel the following information is required to be on each box/crate:**

**Group Name:** \_\_\_\_\_

**Onsite Contact:** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Shipping From** \_\_\_\_\_

**Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**# of Boxes** \_\_\_\_\_

**Shipped:** \_\_\_\_\_

**Booth #**  
**(if applicable):** \_\_\_\_\_