

## **Sheraton St. Louis City Center Hotel and Suites**

### **INCOMING MATERIALS**

The Hotel will accept only pre-paid packages. The Hotel will not accept any packages delivered COD and the Hotel will make no notification to the shipper. All packages must contain a label giving the following information:

TO:

**SHERATON ST. LOUIS CITY CENTER HOTEL & SUITES**

**400 South 14th Street**

**St. Louis, MO 63103**

**Group Name**

**YOUR NAME (Person Designated to Receive Item)**

**Date:**

**Angela Dorris, Meetings and Events Manager**

### **PACKAGES/PACKAGE HANDLING**

Due to lack of storage space, we regret that we are unable to accept shipments earlier than **three** calendar days prior to your conference.

The Hotel shall not be liable of any packages sent to the Hotel by or for the Group. It is the Group's responsibility to check on the arrival of any packages and to check to insure that the contents are intact. The Hotel accepts no liability for lost, stolen or damaged goods.

### **INBOUND PACKAGE HANDLING FEES**

The minimum fees are as follows:

<i>Package Weight</i>	<i>Handling Fee to be applied to all incoming packages</i>
<b>0 to 5 pounds</b>	<b>\$ 5.00 each</b>
<b>6 to 20 pounds</b>	<b>\$ 10.00 each</b>
<b>21 to 50 pounds</b>	<b>\$ 15.00 each</b>
<b>Over 50</b>	<b>\$ 25.00 each</b>
<b>Crates</b>	<b>\$ 50.00 each</b>
<b>Pallets</b>	<b>\$ 75.00 each</b>