



### SHIPPING/RECEIVING & MATERIALS HANDLING

Shipping/Receiving, located within the hotel, is responsible for storage or materials receiving/handling. Please ensure that prior arrangements for storage or materials handling are *made before* any shipment of materials to the Hotel. The pricing for packages are as follows:

WEIGHT	INBOUND RECEIVING FEE	INBOUND DELIVERY FEE	OUT-BOUND HANDLING FEE
Carrier Envelope	\$8.00	Included	\$8.00
Padded Pak	\$8.00	Included	\$8.00
2 to 10 lbs	\$12.00	Included	\$12.00
10.1-21 lbs	\$18.00	Included	\$18.00
21.1-41 lbs	\$35.00	Included	\$35.00
41.1 to 60 lbs	\$55.00	Included	\$55.00
60.1 to 100 lbs	\$80.00	Included	\$80.00
101+ lbs	\$165.00	Included	\$165.00
Crates & Pallets	\$325.00	Included	\$325.00

Arrangements must be made with your Event Services Manager or through Shipping/Receiving directly. All materials must be clearly labelled with the function name, exhibitor's name, and your Event Services Manager's name. The hotel will not be responsible for the exhibit, displays, and products locked in the function room. You must provide your own security for this protection if needed.

We will receive meeting/exhibit materials under the following conditions:

- 1) Shipping/Receiving will accept packages within 24 hours of arrival only. Packages delivered before this period will be subject to additional charges.
- 2) Shipping/Receiving must be notified in advance that materials are being sent, including the quantity, size, arrival date, and the shipper at least one working day prior to delivery. Please contact your Event Services Manager or Shipping/Receiving directly with this information.
- 3) Each piece received must be labeled with the guest's name *and* the meeting name, guest's arrival date, or date of the function, and the name of the Event Services Manager in charge of the function.
- 4) Groups must make arrangements to ship their materials out of the Hotel. The group is responsible for packing, sealing, and labeling their own boxes. The hotel will arrange pickup (for extraordinary services a charge may apply).
- 5) Packages prepared to be shipped must remain in the event space or a designated area so Shipping/Receiving can locate. Do not bring packages to the Front Desk or Concierge. Contact the Event Services Manager for assistance.
- 6) Shipping/Receiving will assist and store properly sealed and labeled materials for 1 day. Any additional days will be subject to additional charges.

Ship To:  
 Guest Name with Function Name  
 ATTN: Tristan Walker  
 C/O Fairmont Olympic Hotel  
 411 University St.  
 Seattle, WA 98101