

# RENAISSANCE WASHINGTON D.C. PACKAGE HANDLING INFORMATION FOR GROUPS AND EXHIBITORS

Our Shipping and Receiving Department can be reached at ext. 3408 or 1100

## SAVVY SERVICE UNDERWAY



There is a handling charge for all items coming in and going out of the hotel. The rate is as follows:

### Rates

0-5lbs	\$5.00
5-20lbs	\$10.00
21- 50lbs	\$30.00
51- 75lbs	\$50.00
76 – 100lbs	\$70.00
Over 100lbs	\$0.40/lb
Pallets	\$200 each
Storage over 3 days	\$25.00/day per item



### Directions to the Hotel loading dock

Going South on 9th St, make a left on I St, the loading dock will be the second entry, on the left.

### Delivery Information

- ***All couriers must deliver items directly to the room and only on the day of the event. Failure to comply may result in the above listed charges being enforced.***
- Trucks 42 feet and smaller may be able to maneuver their way into the Loading Dock. The top clearance height is 13 feet.
- Trucks should be equipped with their own lift gate.
- The Hotel Shipping and Receiving staff will not be responsible for unloading, offloading or uploading delivery trucks.
- There is an additional \$100 a day storage fee for all Skids (including accumulated boxes becoming a skid), we must store for a period, longer than 3 days, before and after the scheduled event.
- Any items left longer than 10 days will be discarded. ***Please address your items in the following manner:***

To: NSF/AAAS HBCU-UP Conference  
Attn: EXHIBITOR -"Your Name"  
Event Date: 10/28-11/1  
Renaissance Washington DC Hotel  
C/O Shannon Pare  
999 9<sup>th</sup> Street NW  
Washington, DC 20001  
"1" of "15" boxes