



100 Lakeside Avenue East, Cleveland, Ohio 44114
216-413-5000

SHIPPING AND RECEIVING PRICE LIST

HOURS OF OPERATION:

MONDAY-FRIDAY 6: 30 A.M. - 3:00 P.M.
(Contact your Events Manager to arrange for a specialty pick up time)

Package Weight	Package Pickup or Delivery
Flat Envelopes	\$5.00
0.0 – 1.0 lbs.	\$5.00
1.1 – 10.0 lbs.	\$15.00
10.1 – 20.0 lbs.	\$20.00
20.1 – 30.0 lbs.	\$30.00
30.1 – 40.0 lbs.	\$40.00
40.1 – 50.0 lbs.	\$50.00
50.1 – 60.0 lbs.	\$50.00
Over 60.0 lbs.	\$70.00
Pallets & Crates*	\$0.75/lb. (\$150 Minimum)

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.75/lb. (\$150 Minimum), which is applied to each pallet/crate handled.

A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer’s request. The labor fee can be charged in 15 minute increments.

OUTGOING PARCEL FEE (individual, personal guest packages/shipments)

- Shipping is available via FedEx/UPS on guest account; FedEx available using hotel account per the above table pricing + any associated shipping charges that may apply.
 - Rates and service fees charged according to service provider’s table rate
 - Envelopes sent on guest account are complimentary

FREIGHT NOTATIONS:

Calculation of Order: When recording weight, please round up to the next 100 lbs.
(i.e.: 270 lbs. = 300 lbs., 3 X Rate = Dollars or minimum, whichever is greater)

* If exhibit material handled through decorator, all material must be delivered through decorator;
otherwise material will be refused at dock.

** **STORAGE:** Due to limited space a maximum of 3 business days of storage are complimentary.
Additional days will be charged at \$25/day, per pallet or parcel