

## 2023 RENAISSANCE COLUMBUS DOWNTOWN HOTEL

### SHIPPING AND RECEIVING

Packages for functions may be received by the hotel no earlier than three (3) business days prior to the event date. Arrangements must be made through your Catering/Event Manager for storage. Please note that the hotel storage facilities are extremely limited. Please do not ship valuables. We cannot be responsible for contents.

**Storage Fees** – Standard Packages received more than 3 business days prior to the event start date will be charged a storage fee of \$25 per day per box (based on size and volume of shipment) If box size is larger than standard package size, and/or the volume is more than 4 boxes, the Hotel should be contacted prior to shipping.

**Loading and Unloading** - \$65.00 per man hour of any portion of an hour will apply if the Hotel's Shipping and Receiving Dept. is involved in the loading or unloading, either manually or pallet jack, of any size truck or other conveyance. Usage of a forklift charge is \$125/hour - 1 Hr. Min and we cannot guarantee a lift operator is available without 7 business days notice, so please contact Event Manager at Hotel to make arrangements.

#### Standard Pricing for Items received no more than 3 days prior

(see above for earlier Storage pricing)

**\$2/box - Guest Room Standard Package Handling Fee, (in OR out)**

**\$5/box - Meetings/Convention Group Standard Package Handling Fee (in OR out)**

**\$5/box - Exhibitor Standard Package Handling Fee (in OR out)**

**\$25/crate, display area or oversized box - under 150 lbs.**

**\$100/crate, display area or oversized box - over 150 lbs.**

**\$150/pallet up to 1000 lbs. (Pallets must be self-containing and properly sealed and arrangements (see above) must be made in advance for breakdown and transfer)**

**\*\*Ensure that the recipient of the box has a form of payment and is aware of the charges– Boxes will not be released to on-site recipient until a valid method of payment has been secured (room charge, credit card authorization form in advance)**

**\*\*These charges are in addition to the charges the drayage service will impose once they take possession of the shipment for handling and delivery.**

Include the following information on all packages to insure proper delivery and storage.

Conference Name Event ~ Conference Date  
Guest Name to Hold for Arrival (include arrival date)  
c/o Renaissance Columbus Downtown Hotel  
50 N. 3<sup>rd</sup> Street  
Columbus OH 43215  
# boxes shipped (ie, 1 of 5, 2 of 5, etc.).

## Shipping Out

**Vendors/Exhibitors are responsible for contacting their carriers directly on their own to schedule pick-ups. The Hotel does not schedule pick-ups and please ensure that all proper paperwork is supplied by the Vendor/Exhibitors.** Guests will be responsible for the packing and return of all packages. Receiving, handling and shipping charges may apply. No COD packages will be accepted. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

### **IMPORTANT DOCK INFORMATION**

Note for all truck deliveries – the Hotel does **NOT** have a lift at the loading dock and there is only 1 truck bay for load-in/load-out. Deliveries must be coordinated with the Event Manager handling the program.

#### **\*\*IMPORTANT\*\* - Loading Dock Dimensions**

**\*\* Loading dock does not have a lift; trucks should have their own lift and dollies for delivery\*\***

-Floor to dock = 4'2"

-Floor to ceiling = 12'5"

#### **\*\*IMPORTANT\*\* Dock Driveway is 24ft –**

Truck cannot be longer than this and no 18-wheelers can pull into the bay – the alley is monitored and you risk ticketing by City and disrupting thru traffic.

*Again, large deliveries are to be coordinated thru the Event Department as items may not be moved and there may be additional charges incurred.*