



# SHERATON MOVE-IN INFORMATION

## SHOW SCHEDULE

### Installation

Wednesday, December 1 8:00AM – 10:00PM

### Show Hours

Thursday, December 2 10:00AM – 7:00PM

Friday, December 3 10:00AM – 7:00PM

Saturday, December 4 10:00AM – 7:00PM

Sunday, December 5 10:00AM – 7:00PM

### Dismantle

**\*Please Note: Must be completely out of room by 10PM**

Sunday, December 5 7:00PM – 10:00PM

## Load-In

Please reach out to Sally Williams ([Sally\\_Williams@sheraton.com](mailto:Sally_Williams@sheraton.com)) to reserve time at the Sheraton's loading dock. Please note that this is not a standard dock with labor/forklifts receiving your freight. If labor is needed please reach out to GES.

### **Door and Dock Measurements**

The Loading Dock Door is 7'10" wide and 7'11" Tall.

The Grand D Door coming into the Ballroom is 6'10" Wide and 8'10" Tall.

The Dock Height: 44"

### **Elevator behind loading dock to 3<sup>rd</sup> floor**

Door: 4' Wide x 7' High

## Shipping

### **Shipping & Heavy Lifting**

If you plan to ship or bring in anything that will require a forklift, please contact Skip Haile ([shaile@reedexpo.com](mailto:shaile@reedexpo.com)). Please ship to the GES advance warehouse with any size packages. For freight quotes and warehouse shipping label please visit: [https://ordering.ges.com/061601754/nav\\_info](https://ordering.ges.com/061601754/nav_info)

The deadline for receiving items at the warehouse is Wednesday, November 24<sup>th</sup>. If you can't make the deadline and are shipping packages that do not require a forklift, please ship directly to the Sheraton. See attached shipping information. Charges may apply.



**Sheraton**

**PACKAGE SHIPPING & LABELING PROCEDURES**

In order to help expedite the timely delivery and return of packages, all boxes must be labeled with name of the group's recipient (NOT the Hotel Sales or Service Manager), group name and the date of the program. A sample label is shown below. Please call or contact the Meeting & Event Manager, and provide the number of packages you are shipping, the method of shipping and expected delivery date to the Hotel. All packages will be held in the hotel package room until they are delivered to the designated room. In order to retrieve your packages, please contact the Bell Desk, Security, Executive Meeting Specialist or a Banquet Captain. Packages can be retrieved 24 hours each day.

**SAMPLE SHIPPING LABEL**

<p>NAME OF GUEST RECIPIENT  c/o SHERATON SEATTLE HOTEL  1400 SIXTH AVENUE  SEATTLE, WA 98101</p> <p>GROUP NAME  ARRIVAL DATE  PACKAGE # __ of __</p>
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**HANDLING FEES**

The Sheraton Seattle Hotel assesses handling fees as noted below. For your convenience, charges will be posted to the guest room. Charges will appear on your final room bill as Business Center. The hotel cannot store packages for more than three (3) days prior to or three (3) days after a program. A \$30.00 per item, per day charge will be added if storage exceeds this time-frame.

**Inbound Packages**

0 to 5 pounds	\$ 10.00 each
6 to 20 pounds	\$ 15.00 each
21 to 50 pounds	\$ 20.00 each
Over 50 pounds	\$ 65.00 each
Crates	\$ 90.00 each
Pallets	\$ 160.00 each
Storage fee (after 3 days)	\$ 30.00 each

*Note: Current pricing, subject to change without notice.*

*\*Guests may use their own account or use Hotel's service at an additional cost*





**Sheraton**

**OUTBOUND PACKAGES (VIA HOTEL)**

**\*\*Applies to all shipping companies with the exception of FedEx\*\***

Outbound Packages\* \$5.00 each

\*Guests may use their own account or use Hotel's service at an additional cost.

**FEDEX OFFICE @ THE SHERATON SEATTLE HOTEL**

The FedEx Office is located on our Second Floor on the West side of the Willow Room. A FedEx Office Associate would be pleased to assist you with your needs during the hours of operation listed below. 24 hour access is available to our self-help area with your guest room key.

**FEDEX OFFICE HOURS:**

Monday - Friday: 9:00 am – 4:00 pm

Self-Serve Printing 24/7 with Guest Room Key

**\*\*HANDLING FEES\*\***

Fees are assessed by weight on all shipments from this location. Handling fees are in addition to the cost of shipping and are charged on a per package basis. The fees can be charged to your FedEx account number, credit card, cash or check. All weights are rounded up to the next whole pound.

**OUTBOUND PACKAGES (VIA FEDEX OFFICE)**

0.1 to 1 pound \$2.00 each

1.1 to 10 pounds \$10.00 each

10.1 to 20 pounds \$15.00 each

20.1 to 30 pounds \$20.00 each

30.1 to 50 pounds \$25.00 each

50.1 to 150 pounds \$35.00 each

*Note: Current pricing, subject to change without notice.*

