

PENFIELD'S BUSINESS CENTER

Welcome to the Penfield's Sheraton Boston Shipping & Receiving Dept.

Hours of Operation	
<p style="text-align: center;"><u>Shipping & Receiving Hours:</u></p> <p style="text-align: center;">Mon. - Fri. 7 a.m. to 9 p.m. Sat. 8 a.m. to 1 p.m. Sun. 12 noon to 4 p.m.</p> <p style="text-align: center;">(617) 236-4264</p>	<p style="text-align: center;"><u>Business Center Hours:</u></p> <p style="text-align: center;">Mon. - Fri. 7 a.m. to 9 p.m. Sat. 8 a.m. to 5 p.m. Sun. 11 a.m. to 8 p.m.</p> <p style="text-align: center;">(617) 236-6088</p>
<p>Note: Packages can be delivered to or picked up via the Business Center when receiving is closed.</p> <p>In case of an emergency, page the manager at (617) 604-4659</p>	

All packages entering or leaving the Hotel are processed as follows:

Security Handling Fees for Incoming packages			
<u>Item to Ship</u>	<u>Weight</u>	<u>Alu</u>	<u>Price</u>
Letter	-----	Let	\$1.00 per letter
Package	0-5 lbs	HAND1	\$6.25 per package
Package	6-20 lbs	HAND2	\$11.25 per packages
Package	21-40 lbs	HAND3	\$21.25 per package
Package	41-49lbs	HAND4	\$26.25 per package
Display Case	N/A	DR1	\$20.00 per case
Crate	N/A	CR1	\$35.00 per crate
Pallet	N/A	PR1	\$105.00 per pallet

Outgoing package handling Fees			
<u>Items to Ship</u>	<u>Weight</u>	<u>ALU</u>	<u>Price</u>
Package	0 - 5 lbs	HAND1	\$6.25 per package
Package	6 - 20 lbs	HAND2	\$11.25 per package
Package	21 - 40 lbs	HAND3	\$21.25 per package
Package	41+ lbs	HAND4	\$26.25 per package
Display Case	N/A	DR1	\$20.00 per case
Crate / Pallet	N/A		Oversized packages, additional fee of \$35.00 per. over the handling fee charged. (hand1-hand4)
Outgoing Shipments			

To arrange for your material to be shipped out of the Hotel from your meeting:

1. Contact Business Center at ext. 6088
2. They will arrange to pack, hold and ship your material
3. See Outgoing package rates (above)

Package Storage Rates

All packages received more than 3 day prior to an event or not picked up more than 2 days after an event will be charged a storage fee.

<u>Items</u>	<u>Price per day</u>
Parcels	\$5.00
Crates	\$75.00
Pallet	\$25.00

Package Pickup Instruction

To retrieve any packages sent to the hotel please go to the hotel business center located on the 2nd floor next the Back Bay Ballroom. The Business Center Staff will arrange to have your package delivered.

Business Center Phone # 617-236-6088

Incoming Package Instructions

In order to properly receive and store your package, please be sure to:

1. Use the proper address:
Sheraton Boston Hotel
Receiving Dock, North Tower
39 Dalton Street
Boston, MA 02199
CS Manager: Rene Leung (ext. 6022)
Hold for: Conference or Meeting Name/Your Company Name/Booth# (If avail.)
To be delivered: Date/Time/Location
2. Notify us of your shipment (fill out the shipping information form and fax back to 617-236-6061)
3. Upon your arrival go to the Business Center and request your package.

Please note that once packages have been delivered to their destination the charge for box moves between hotel spaces is \$2.50 per box.

Shipping Information Form

(This form must be filled out and submitted prior to shipping to the hotel)
*** Please fax the completed form to 617-236-1702 or 617-236-6061 ***

Name of Event:

Show Dates:

Company Name:

Booth Number:

Address:

(if applicable)

City :

State:

Zip:

Phone:

Fax:

Package to arrive to the hotel on date:

Shipped via:

Shipment will include: Packages: _____ Crates: _____ Pallets: _____

Package to be delivered on Date:

Time:

Place:

Hotel staff Event coordinator for group: Rene Leung (ext. 6022)

PAYMENT INFORMATION

Sheraton Boston Hotel to charge my credit card for my shipping and/or receiving charges:

Credit Card Number: _____ Exp. Date: _____

Name of Card Holder: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Signature of Card Holder:
