



**Sheraton**  
SAN DIEGO HOTEL & MARINA

**SHERATON SAN DIEGO HOTEL AND MARINA**

**PACKAGE HANDLING SERVICES**

1380 Harbor Island Drive, San Diego, CA 92101  
P 619 692 2282 F 619 692 2277  
E 00127\_PackageRoom@starwoodhotels.com

# Package Handling Services

Materials and Packages should be addressed as follows:

**Sheraton San Diego Hotel and Marina**  
**1380 Harbor Island Drive San Diego, CA 92101**  
**Name of Conference:**  
**Hold for Exhibitor Name & Company:**  
**Name of Guest:**

We also ask that boxes be numbered “1 of 6”, “2 of 6”, “3 of 6”, etc. This way we will know when incomplete shipments are received & can make you aware as soon as possible. Please also indicate on the outside of the box any content descriptors (‘Name Badges’, ‘Binders’, ‘Registration Materials’, etc) that you would like us to note when entering the item into our package management system if you will be picking up materials at different times or having items delivered to multiple locations. **Please also note that all packages sent to and from the hotel will incur a handling charge based upon the weight of each item according to the fees list:**

<b>PACKAGE HANDLING FEES</b>	
Inbound and Outbound Charges	
<b>STANDARD PACKAGES</b>	
CARRIER ENVELOPE	\$5.00
PADDED PACK	\$5.00
1-9.9 lbs	\$5.00
10-19.9 lbs	\$10.00
20-29.9 lbs	\$20.00
30-49.9 lbs	\$30.00
50-74.9 lbs	\$40.00
75-149.9 lbs	\$60.00
<b>OVERSIZED PACKAGES, PALLETS, FREIGHT</b>	
Pallets	\$0.50/lb
Oversized Packages: 150+ lbs	\$0.50/lb
Freight Cases and Crates	\$0.50/lb

# Standard Handling Fees

All packages are to be delivered to the loading dock and will be stored in the Package Room. If the boxes are delivered within the three day allowed arrival time, no fees will be asked for storage. Charges incurred shall be applied to the receiver of material, thus, applied to either an individual guest room account/folio or Group Master Account. These charges cover the cost of labor, processing, receiving, tracking, storage and delivering. The price of receiving will be based on pounds and will include storage. If storage exceeds 3 days, a \$25.00 per item/day storage fee will be added. The weights will be taken off the FedEx, UPS, DHL, or Amazon boxes. These packages do not need to be weighed at the hotel. On rare occasions, packages may come from another source without weight information. In these cases, weights will be determined by the hotel scale. Charges do include delivery to the location of the recipient’s choosing within the hotel per request and are for receiving and storing materials for up to 90 consecutive days.

# Special Service Fees

Palletize services, shrink wrap services, package handling attendants, fork lift and driver, shipping attendants and relocation services within the hotel for standard packages, oversized packages, pallets and freight are available for additional fees as indicated. Additional services are available including storage and collect-on-delivery. Standard U.S. pallet size is 40”x48” and clearance is 72” high. Disassembly and reassembly for each oversized pallet, crate or freight is subject to a \$100 special handling fee. Shipments for exhibitors must be sent directly to the selected drayage company. Hotel may provide drayage and exhibit company contact partners. In the even an exhibitor ships directly to the hotel, exhibitor shipments will be subject to hotel shipping and handling fees.

Please contact the Package Handling Services Team through email 00127\_PackageRoom@starwoodhotels.com to make arrangements in advance for delivery or for assistance with additional package handling service needs. Fees listed are current fees and can change without notice.

<b>SPECIAL SERVICE FEES</b>		
<b>SHRINK WRAP SERVICES</b> Package Handling Services will provide Shrink Wrap Services for guests who have pre-assembled pallets. Each pallet is built by the guests and the hotel will assist with shrink-wrapping or strapping each pallet for the guest.		\$25.00
<b>PALLETIZE SERVICES</b> Package Handling Services will palletize boxes before shipment. Palletize Service includes building, stacking, wrapping and adding straps to each pallet. This service fee is per pallet and in addition to handling fees.		\$100.00
<b>SPECIAL HANDLING SERVICES</b> Package Handling Services will provide special handling services for guests and meeting planners. These services are available per hour and include but are not limited to: Package Handling Attendants, Fork Lift and Driver, Shipping Attendants and Relocation Services within the Hotel for standard packages, oversized packages, pallets and freight. Advanced ordering is recommended.		\$100.00
<b>DAILY PACKAGE STORAGE</b> Complimentary for 3 days. After 3 days, fee per item - per day. Items will not be stored for more than 90 consecutive days.	PER ITEM PER DAY	\$25.00
<b>COLLECT-ON-DELIVERY</b> Package Handling Services will cover Collect-On-Delivery charges up to \$999.99. C.O.D. charges of \$1,000 or more will not be covered by the hotel.	C.O.D. COST	FEES
	\$0 - \$99	\$25.00
	\$100 - \$499	\$50.00
	\$500 - \$999	\$100.00