



## Standard Handling Fees

- **All packages sent to and from the hotel will incur a handling fee according to the fee list, based on the weight of each package, with three (3) days of storage included.**
- If an exhibitor ships directly to the hotel, shipment is subject to hotel handling fees.
- If storage exceeds three (3) days, a \$25.00 storage fee per item, per day is added in addition to the handling fee.
- The weight of each package is estimated off the courier box/freight label. Should packages arrive without weight information, weight is determined by the hotel scale.
- Charges incurred are applied to the receiver or the sender (for packages shipped from the hotel) of the material. They can be applied to an individual guest room, account/folio, or group master account. **Charges cannot be applied to a FedEx or UPS account.**

**All exhibitors, vendors, and attendees of a convention/trade show, please speak with your Event Manager for shipping instructions and more information.**

## Special Service Fees

- Additional services are available but limited, including shrink wrap services, storing packages, package room attendant, forklift driver, and relocation services for standard packages within the hotel premises. Please see special service fee list for pricing
- 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.

## Shipping Into the Hotel

- Materials and Packages should be addressed as follows:  
**Sheraton San Diego Hotel and Marina**  
**1380 Harbor Island Drive San Diego, CA 92101**  
**Name of Guest:**
- All packages are to be shipped to the hotel address (see above) no more than three (3) calendar days prior to the group or guest arrival in order to avoid additional storages fees.
- Please number multiple boxes "1 of 6", "2 of 6", etc. This way we will know when incomplete shipments are received & can make you aware as soon as possible.
- All boxes sent to the hotel are stored in the Package Room department and delivered to guest room upon request.
- Please schedule packages to be delivered during the below hours:  
Monday–Friday 9:00 AM–5:00 PM      Saturday–Sunday 9:00 AM–3:00PM
- Heavy boxes over 50 lbs should be identified to avoid staff injuries.
- If a third-party vendor is used for office equipment (e.g. copy machines, computers, faxes, etc.), the Hotel cannot move equipment due to liability. Client must notify the third-party vendor and ensure the product is loaded to its final destination, and is retrieved prior to the end time of the contracted meeting space or office.
- Please note the Package Room department cannot supply any moving equipment (e.g. pallet jacks, dollies, flatbed carts, forklifts) to guests, exhibitors, or group coordinators due to liability.

<b>Package Handling Fees</b>	
Inbound and Outbound Charges	
<b>Standard Packages</b>	
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
75-150 lbs	\$60.00
<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>Oversized Packages, Pallets, Freight</b>	
Pallets	\$0.50/lb
Oversized Packages: 151+ lbs	\$0.50/lb
Freight Cases and Crates	\$0.50/lb

<b>Special Service Fees</b>	
Shrink Wrap Services Package Room department 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
Palletize Services Package Room department 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
Special Handling Services Package Room department 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 Driver, and Relocation Services within the Hotel. Advanced ordering is recommended.	\$100.00

**The information above does not include special instructions for packages for exhibitors, vendors, and attendees of a convention/trade show. All exhibitors, vendors, and attendees of a convention/trade show, please speak with your Event Manager for shipping instructions and more information.**