

**Shipping:** \*\*\*All vendors must contact Grace Miller, (918)946-3401, **via phone** to obtain CC payment link for packages.

[See attached shipping form](#)

- How early can shipments arrive? **72 Hours Prior**
- Is there an on-site FedEx/UPS? **No**
- Where will vendors need to pick packages up from or will they be delivered to our event space? **We can deliver to function space during set up**
- Where will vendors need to drop packages off at the end of the event, or will they be collected by hotel staff for outbound shipping? **Hotel Staff can collect**

In the event Group will be shipping packages to Hotel; Group must notify Hotel at least one week in advance. Due to limited space, the hotel cannot accept packages more than 72 hours prior to the beginning to the conference date. Hotel has no liability for the delivery, security, or condition of packages.

**Shipping/Receiving fees:**

**Boxes up to 25lbs - \$5 ea.**

**Boxes 26lbs – 50lbs - \$8 ea.**

**Boxes exceeding 51lbs - \$15 ea.**

**Pallets - \$150.00 ea.**

We are unable to guarantee prompt delivery of improperly labeled packages. Therefore, shipped materials must include the name of Group, Contact name, date of program and number of items. For the Hotel to receive, manage and to store materials, handling charges apply to all incoming and outgoing shipments, including those shipped via pre-paid accounts. Group will be responsible for packing, labeling, and shipping of outgoing materials. Storage of packages received outside of the set periods will incur additional fees of \$250.00 per day, regardless of the number of boxes. Hotel staff will not provide assistance for unloading/loading of shipping items.

**Inbound/outbound Rates:** PRICING (see above)

I will need their email to send them a CC auth link. Please have them reach out to Grace Miller ([gmler@renaisancedallasnorth.com](mailto:gmler@renaisancedallasnorth.com), (918)946-3401) .

**Inbound Instructions:**

**Label each box with the details specified below:**

Attn: Data Connectors, Dawn Morrissey

Exhibiting Company and Onsite Contact

c/o SHIPPING DOCK at VENUE

**1590 LBJ Freeway**

**Dallas, TX 75234**

Conference name

Box \_\_\_ of \_\_\_

Please let me know if your plans to ship any packages as I will need to send you our shipping information form with more details and pricing. When shipping packages to the hotel, we will store them for a period of 3 days prior to and 3 days after the function. Packages that remain unclaimed after such a time will be returned to the sender. It is the sole responsibility of the Group to ascertain that their packages have arrived. The hotel accepts no liability for lost, stolen, or damaged products. See agreement for further details.

All packages must be addressed to as follows:

**Attn Guests: (Guest Name)**

**(Event Name/Grace Miller)**

**Renaissance Dallas North Hotel**

**1590 LBJ Freeway**

**Dallas, TX 75234**