

Receiving and Storage Information

For all unloading, please use the entrance at the back of the hotel which can be accessed via the driveway on either side of the building.

Please note the hotel does not have a lift or pallet jack.

RECEIVING FEES (Includes tax, hotel storage and delivery to the event space)

Boxes \$5.00 each

Crates / Exhibitor Trunks \$75.00 each

Pallets \$250.00 each

Due to limited storage, materials should not arrive more than 2 days prior to the event. If items need to be refrigerated, please contact your Conference Service Manager directly for pricing.

If boxes/equipment need to be shipped out, it is the client's responsibility to contact the shipping company to schedule a pickup.

The following information must be on all packages to ensure proper delivery:

Sheraton DFW Airport Hotel
4440 W. John Carpenter Fwy
Irving, Texas 75063
To the Attention of:
(Conference Service Manager)

AND

(Name of the onsite guest)
Reference: Name of Meeting
Date of Meeting
Box # ___ of ___ (ex. Box # 1 of 4)