

PACKAGE HANDLING FEES

SHERATON HOTEL

2101 Richard Arrington Jr. Boulevard North
Birmingham, AL 35203

ATTN: (Event Name/Onsite Contact)

WESTIN BIRMINGHAM

2221 Richard Arrington Jr. Boulevard North
Birmingham, AL 35203

ATTN: (Event Name/Onsite Contact)

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, storing and delivering.

· The price for receiving will be based on pounds and will include storage. If storage exceeds 3 days, a \$25 per item/day storage fee will be added.

· The weights will be taken off the FedEx, UPS or DHL boxes. On rare occasions, packages may come from another source without weight information. In these cases, the hotel will weight the packages upon receipt.

Inbound Package Handling Fees

The minimum fees are as follows.

This is the standard range of pounds to be used at all Hotels	Minimum fee to be applied to all INCOMING packages
0-25 lbs	\$6
26 - 50 lbs	\$10
Over 50 lbs	\$20
Crate	\$75
Pallet	\$100

Outbound Package Handling Fees

There are 2 scenarios when guests have outbound shipping. The first is when the guest uses his/her own account and needs the hotel to send it out. The second is when a guest does not have their own account. The minimum fee is the same for either scenario.

Minimum fee to be applied to all OUTBOUND packages when guest uses their own personal account	Minimum fee to be applied to all OUTBOUND packages when guests send through hotel's (i.e., FedEx rate + premium)
\$6	\$6