

# PENFIELD'S

## SIGNATURE BUSINESS CENTERS

Penfield's Shipping and Receiving Department  
at The Sheraton Dallas Hotel

Click on link Below to view selection]

<input type="radio"/> <a href="#">Hours of Operation</a>	<input type="radio"/> <a href="#">Outgoing Package Instructions &amp; Rates</a>
<input type="radio"/> <a href="#">Incoming Package Rates</a>	<input type="radio"/> <a href="#">Hotel Shipping Address</a>
<input type="radio"/> <a href="#">Incoming Package Instructions</a>	<input type="radio"/> <a href="#">Sample Inbound Shipping Label</a>
<input type="radio"/> <a href="#">Package Storage Rates</a>	<input type="radio"/> <a href="#">Package Pickup Instructions</a>
<input type="radio"/> <a href="#">Incoming Package Advance Notice Form</a>	

Hours of Operation	
<b><u>Shipping &amp; Receiving Hours:</u></b>  Mon - Fri 6:30 AM - 9:00 PM Sat - Sun 8:00 AM - 6:00 PM  (214) 303.4141	<b><u>Business Center Hours:</u></b>  Mon - Fri 7:00 AM - 9:00 PM Sat - Sun 8:00 AM - 6:00 PM  (214) 303.4141
<b>Note: Contact security when Penfields Business Center is closed or assistance in retrieving Packages.</b>	
<b>In case of an emergency, manager's cell phone is (214) 234.5809</b>	

All packages entering or leaving the Hotel are processed as follows:

<b>Drayage Fees for Incoming Packages</b>		
<u>Items to Ship</u>	<u>Weight</u>	<u>Price</u>
Letter	N/A	No Charge
Package	1 - 5 lbs	\$8.95 PER
Package	6 - 20 lbs	\$16.95 PER
Package	21 - 40 lbs	\$29.95 PER
Package	41 - 50	\$39.95 PER
Package	51+ lbs	\$59.95 PER
Display Case	N/A	\$39.95 PER
Crate	N/A	\$59.95 PER
Pallet	N/A	\$149.95 PER

<b>Outgoing Package Handling Fees</b>		
<u>Items to Ship</u>	<u>Weight</u>	<u>Price</u>
Letter	N/A	No Charge
Package	1 - 5 lbs	\$8.95 PER
Package	6 - 20 lbs	\$16.95 PER
Package	21 - 40 lbs	\$29.95 PER
Package	41 - 50	\$39.95 PER
Package	51+ lbs	\$59.95 PER
Display Case	N/A	\$39.95 PER
Crate	N/A	\$59.95 PER
Pallet	N/A	\$149.95 PER

### **Outgoing Shipments**

To arrange for your material to be shipped out of the Hotel from your meeting:

- 1) Contact Business Center at (214) 303.4141
- 2) They will arrange to pack, hold and ship your material
- 3) See Outgoing package rates ([above](#))

### Package Storage Rates

**All packages received more than 3 days prior to an event or not picked up more than 2 days after an event will be charged a storage fee.**

<u>Items</u>	<u>Price per day</u>
Parcels	\$5.00
Crates	\$75.00
Pallet	\$25.00

### Package Pickup Instructions

To retrieve any packages during normal operating hours please go to the Penfields Business Center on the 2nd floor. The Business center staff will arrange to have your packages delivered.

Business Center phone # (214) 303.4141  
For after hours package pickup contact security  
at hotel extension 562

### Incoming Package Instructions

In order to properly receive and store your package, please be sure to:

- 1) Use the proper address (see sample in-bound label below)
- 2) Notify us of your shipment (see incoming notification form/shipping info form)
- 3) Upon your arrival go to the Business center and request your package.

## Shipping Information Form

(This form must be completed and submitted prior to shipping packages to the hotel)

Group Name:

Address 1:

Address 2:

City:  State:  Zip:

your Phone:  your Fax:

your Email Address:

Your to arrive on date:

Shipped via:

Your Shipment will include: Packages:  Crates:  Pallets:

When your shipment arrives at Hotel, check with meeting coordinator  
for delivery instructions:

or call meeting contact for further instructions:

Group Contact Name:  Phone:

Email Address:

Hotel staff event coordinator for group:

**Hotel Shipping Address**

**Sheraton Dallas Hotel  
Receiving Dock  
400 North Olive Street  
Dallas, TX. 75201**

[Click here to display this label in printable form](#)

**Hotel Shipping Label**

**From:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ship to:**                   **Sheraton Dallas Hotel  
Receiving Dock  
400 North Olive Street  
Dallas, TX. 75201**

(Insert Your name, phone number, event name and CS managers name)  
Multiple boxes must be sequentially numbered

