



Shipping/ Receiving Service Charges

***The charges listed below are for handling the packages. This does not include the fee for a delivery request.

Incoming Parcels:

Handling & Processing Fee (charge for receiving, safely storing, & logging in)

_____ Letter - \$3.00	\$ _____
_____ 00-25 pounds - \$5.00	\$ _____
_____ 25-50 pounds - \$10.00	\$ _____
_____ 50-100 pounds - \$15.00	\$ _____
_____ 100 pounds or more - \$20.00	\$ _____
_____ Exhibit Booth Cases - \$25.00	\$ _____

Delivery Charge (Delivery must requested)

_____ Letter - \$3.00	
_____ 00-25 pounds - \$5.00	\$ _____
_____ 25-50 pounds - \$10.00	\$ _____
_____ 50-100 pounds - \$15.00	\$ _____
_____ 100 pounds or more - \$20.00	\$ _____
_____ Exhibit Booth Cases - \$25.00	\$ _____

Incoming Pallets:

_____ 00-500 lbs. Total weight - \$100.00 per pallet	\$ _____
_____ 500 lbs. and above - \$200.00 per pallet	\$ _____

Incoming Crates:

_____ Crates weighing up to 500 lbs. -\$200.00 per crate	\$ _____
_____ Crates with a total weight from 500 – 1,000 lbs. -\$400.00 per crate	\$ _____

Crates weighing over 1,000 lbs. will be refused by the hotel unless prior notification has been made with the hotel and proper arrangements have been made.

Storage of Shipments:

Charges apply to any and all material received more than 3 calendar days prior to the guest's/group's arrival and/or and shipments being stored (1) day after group's departure.

_____ 3 boxes or under	No Charge
_____ 4 boxes and above - \$10.00 per box per day	\$_____
_____ Pallets weighing 100-500 lbs. - \$100.00 per pallet per day	\$_____
_____ Pallets weighing 500-1,000 lbs. - \$200.00 per pallet per day	\$_____
_____ Crates weighing up to 500 lbs. - \$200.00 per crate per day	\$_____
_____ Crates weighing from 500 -1,000 lbs. - \$400.00 per crate per day	\$_____

Shipping out costs:

***The prices below do not include the actual cost of shipping the item. Prices only cover the handling fee to ship parcels out. The cost of shipping will be added in addition to the prices below.

Outgoing Shipping:

_____ Letter -\$3.00	\$_____
_____ 00-25 pounds - \$5.00	\$_____
_____ 25-50 pounds - \$10.00	\$_____
_____ 50-100 pounds - \$15.00	\$_____
_____ 100 or more pounds - \$20.00	\$_____
_____ Exhibit Booth Cases - \$25.00	\$_____
_____ Pallets - \$100.00 w/forklift fee	\$_____
_____ 00-500 lbs. Total weight - \$100.00 per pallet	\$_____
_____ 500 lbs. and above - \$200.00 per pallet	\$_____
_____ Crates weighing up to 500 lbs. -\$200.00 per crate	\$_____
_____ Crates with a total weight from 500 – 1,000 lbs. -\$400.00 per crate	\$_____

Man Hours:

There is a \$30.00/ hour (or and portion of an hour/per man) charge when Shipping & Receiving staff is involved in the unloading, loading, breakdown, setup or re-packing of parcels, convention or exhibit materials in addition to above charges.

_____ Man Hours X &30.00/hour	\$_____
Total Charges	\$_____

It is **very important** that shipments arriving to the hotel be labeled appropriately to insure proper logging and tracking of the shipment and easy access when it is requested for delivery. Please use the following format **OR** copy and cut as label:

NAME OF GUEST RECEIVING SHIPMENT: _____
The Worthington Renaissance Fort Worth Hotel
200 Main Street
Fort Worth, Texas 76102

NAME OF CONVENTION: _____

DATES OF CONVENTION: _____

OF BOXES (i.e. Box 1 of 4, 2 of 4, etc.): _____ OF _____

Deliver to Meeting Room: YES _____ NO _____

If yes, room name: _____

HOTEL EVENT MANAGER: _____

For any questions pertaining to the receiving or shipping out of packages please contact our Shipping Ambassador at rhi.dfwtdt.shipping@renaissancehotels.com