

## **PRE-SHIPPING PROCEDURES**

1. On shipments of material, literature, product, etc., that are to be used in conjunction with your group's meeting, within our facility, all cartons and envelopes should be addressed as follows:

**GUEST NAME (Hotel Guest)  
RENAISSANCE NASHVILLE HOTEL  
611 Commerce Street  
Nashville, TN 37203**

**Hold for arrival on (DATE) for (NAME OF CONVENTION)**

It is **extremely** important to list the name of the person who will ask for the materials at the hotel.

2. Regrettably, it is not possible for the Renaissance Nashville Hotel to accept C.O.D. shipments. Please send all packages prepaid. In addition, please make sure to record and bring to the Hotel the waybill number of all packages shipped to us.
3. **Secured storage is limited; therefore, materials should not be shipped in more than 3 days prior to your convention/meeting.**
4. If you are sending more than one package within a single shipment, be sure to number in sequence (one of three, two of three, three of three, etc.).
5. There is a **\$10.00 per package** charge (or **\$0.75 per lb.** for packages over 50lbs.) for all packages shipped to and held by the hotel.
6. **Do not ship any exhibits or displays to the Hotel without checking first with your Event Manager.** Due to the Hotel's limited storage space and equipment to move large crates, we ask that all freight be shipped to the decorator handling your show. Please note that the official decorator or display company is responsible for moving **all** materials in and out of the exhibit hall.
7. If you need to coordinate or make an actual delivery to the Hotel, please contact our Purchasing Department, in advance, at 615-255-8400, extension **4061**, for instructions. Every effort will be made to allow you access to the dock as soon as possible after you arrive.

**Note: The loading dock is for loading and unloading only. All vehicles must be moved to public or valet parking as soon as you have finished unloading. There is absolutely no parking at the loading dock.**

## **PRE-SHIPPING PROCEDURES - continued**

### **LOCATING MATERIALS BEING HELD**

1. You will be notified at check-in of materials being held. If you are not notified and have shipped materials to the Hotel, please ask any Front Desk or Guest Service representative and they will be happy to check for you.
2. If materials arrive after you have checked into the Hotel, a message will be left and the red light on your telephone will be lit.
3. You may ask for your materials at the front desk, or if desired, contact Guest Services for delivery. In the case of large displays or numerous materials for meeting rooms, please arrange for delivery with your Event Manager.

### **SHIPPING PACKAGES FROM THE HOTEL**

1. Please complete a shipping request form for each shipment being taken into custody by the Hotel. Your Event Manager will provide you with as many forms as necessary.
2. Coordinate with your Event Manager the movement of materials to the shipping area on the first floor of the Hotel.
3. To inquire about shipping charges please contact the Purchasing Department at 615-255-8400, extension **4061**.
4. There is a **\$10.00 per package** (or **\$0.75 per lb.** for packages over 50 lbs.) handling charge for shipments left with the Hotel and charged to your own account number with courier.