

Shipping and Receiving

INBOUND:

Address: 2555 West End Avenue Nashville, TN 37203

Attention to: Name AND Group Associated with

Pricing:

Boxes under 50 lbs.	\$10 per box
Boxes over 50 lbs.	\$15 per box
Poster or Tube	\$5 each
Display Case	\$50 each
Pallet/Crate	\$175 each

For any packages received more than three (3) business days prior to an event AND/OR guest arrival, there will be a surcharge of \$15.00 per item, per day in addition to the charges listed above.

Pricing subject to 25% Service Charge and Sales Tax (currently 9.25%)

Unloading: The loading dock is 25" high off the ground. There is NO ramp, only stairs. The hotel does not have a dolly nor pallet jack – these items must be provided by the deliverer.

OUTBOUND:

Hotel does not have a Fedex/UPS account. All outbound packages will need to be labeled and scheduled by the individual, not the hotel.

Leave shipment in meeting space. Hotel staff will place the outbound packages in the appropriate area for outbound shipment once labels are placed on the package and pick-up is scheduled.