



RENAISSANCE.
HARBORPLACE HOTEL
BALTIMORE, MARYLAND

SHIPPING & RECEIVING

In the event that materials are to be shipped in and out of the Hotel, please follow the guidelines below:

Receiving:

- ❖ Each piece received should be labeled with
 - Renaissance Harborplace Hotel
Attention Event Manager: David Schaeffer
202 East Pratt Street
Baltimore, MD 21202
 - **Hold For:** Name of Guest who will be claiming the package & company name or booth number if exhibitor
 - **Shipment(s) should not be received at the hotel before August 1, 2009.**
 - Conference Name/ Date of function

- ❖ The Hotel Event Manager must be informed of the quantity, arrival date and shipper at least one working day in advance of the delivery [410-986-4869]. We do recommend providing your tracking numbers to the hotel or contact that will be collecting the shipment.

Outgoing Shipments:

- ❖ The guest or organization is responsible for sealing and labeling boxes and making billing arrangements. DHL, FedEx, & UPS have regularly scheduled pick ups at the hotel. Packing slips are available at the business center on the 5th floor. The hotel event manager should be notified if a pick up is scheduled via any other courier or shipping company.

- ❖ The hotel will store properly sealed and labeled materials for up to two (2) days following the function for shipping out.