

Sheraton shipping & Receiving

Incoming shipments

To insure proper delivery of packages for your event, the following information should be included on all packages sent to the hotel:

Name of individual receiving package

SHERATON KANSAS CITY HOTEL AT CROWN CENTER
2345 McGee Street, Kansas City, MO 64108

AAMP Convention – July 16-22, 2018

Your date of arrival

(Meeting & Event Mgr: Kim Holland)

Boxes are to be numbered appropriately: box 1 of 3, box 2 of 3, etc.

Please place the name and date of the meeting/conference prominently on each package label for prompt attention. Forward this information to any affiliates that may be shipping packages in advance.

Shipment and storage for “large” loads must be made with an off- property exhibit company for delivery on “move- in day” and removal on “move- out day”. Your conference planning manager will assist you in accessing your shipment load and advising you. Charges for packages to be shipped and/ or received on property are as follows:

Letters/packages/boxes/tubes:

| | |
|-----------------------|------------------------------------|
| 0 lbs – 5 lbs: | \$5.00 each |
| 6 lbs – 20 lbs: | \$10.00 each |
| 21 lbs – 50 lbs: | \$15.00 each |
| Over 50 lbs: | \$25.00 each |
| Crates/display cases: | \$25.00 per crate/case |
| Pallets: | \$75.00 per pallet |
| Pallet storage: | more than 3 days \$25.00 each/day. |

Boxes/crates/pallets will not be accepted 3 days prior to a convention.

* Due to limited storage space boxes/crates/pallets will not be accepted 3 days prior to a convention. The hotel reserves the right to assess storage fees if items are sent more than 3 days prior to your event.

To have your boxes delivered to you, pick up any house phone, and ask that boxes be delivered from Shipping/Receiving, and let them know where to bring them to. Tracking numbers can be very important in locating your packages. Charges can be routed to your guest room, or payment can be made by credit card.

Outgoing shipments

All pre-labeled packages will be accepted at the Concierge Desk in the Hotel Lobby. Dial “0” from your guestroom or pick up a house phone in a meeting room to ask for a Guest Service Agent pick up your packages.

For all packages that are NOT pre-labeled, the hotel’s shipping authorization form must be completed and accompany all outgoing shipments. Packages will not be accepted without a completed shipping form. All packages must also have a mailing label affixed on each box including the hotel’s return address. Forms and labels can be obtained from the Concierge Desk in the Hotel Lobby.

Any outgoing shipments received after 2:00 pm (Monday through Friday) will be shipped out the next business day. If assistance is required in packaging outgoing shipments, please contact Service Express by dialing “0”. Boxes cannot be shipped unless they are properly sealed.

All Courier/Freight/UPS/FedEx shipments must be loaded and unloaded through the Hotel Loading Dock only.