

SHIPPING & RECEIVING

Due to the layout and limited storage on the Hotel property, it is not possible to store display materials and/or show materials more than 3 days prior or post to the event. Please follow the instructions below: Hotel must be notified in advance that materials are being sent. The Hotel must be informed 10 days prior to the arrival of the items. Each piece received must be labeled with Name of Function, Date of Function, 1 of 2, 2 of 2, etc., and on-site contact(s) name. Groups must make arrangements to ship their materials out of the hotel. The guest or organization is responsible for sealing and labeling boxes and contacting the shipping company to make the shipping and billing arrangements. The hotel will only store properly sealed and labeled materials for up to 3 days following the function. Handling fees are listed for one way. Charges are applied for both shipping into the hotel and shipping out.

Flat Envelopes	Small/Medium Boxes <20 lbs	Large Boxes >20 lbs	Large Cases	Pallets
+ \$5.00	+ \$10.00	+ \$30.00	+ \$45.00	+ \$500.00

Address boxes to:

Group Name/On-Site Contact
1401 SW Naito Parkway Portland, Oregon 97201

Storage fees:

No charge up to 3 days prior to or after the conclusion of an event.
A \$25 charge will be incurred and \$5 for each day thereafter, per box.