



Shipping & Receiving

Hours of Operation:

Monday - Friday	7:00 am - 4:30 pm
Saturday	6:00 am - 2:30 pm
Sunday	Closed

Package Handling Fees:

- **In-Bound**

Minimum fee to be applied to all INBOUND packages

0-5 lbs.	\$5.00 each
6-20 lbs.	\$10.00 each
21-50lbs.	\$15.00 each
50+ lbs.	\$25.00 each
Crates	\$35.00 each
Displays	\$45.00 each
Pallets	\$85.00 each

- **Out-Bound**

Minimum fee to be applied to all OUTBOUND packages

All Packages	\$10.00 each
International	\$20.00 each
Pallets	\$50.00 each

Labeling Instructions:

The required format is as follows:

Name of Event/Conference

Exhibitor Name - If Applicable

The Boston Park Plaza Hotel & Towers

ATTN: Shipping & Receiving Department

50 Park Plaza at Arlington Street | Boston, MA 02116

Hold for Name of Person to Receive Package On-Site Date _____

Box(es) _____ of _____ (Multiple boxes MUST be numbered)

Name of Hotel Catering/Convention Service Manager

If you are sending materials to the hotel, proper labeling and delivery information is essential. Improperly labeled packages account for the majority of lost and misplaced packages.

50 Park Plaza at Arlington Street | Boston, MA 02116-3912
Tel: 617.426.2000 | bostonparkplaza.com
Reservations Fax: 617.423.1708 | Hotel Guest Fax: 617.426.5545



Freight Delivery Information:

All freight should be loaded into the hotel through the receiving entrance on the Columbus Avenue side of the hotel. The hotel does not have a receiving dock. The receiving area of the hotel is located in the hotel's basement in the shipping & receiving department. If the freight has been delivered on pallets or in boxes weighing 50lbs or more, a lift gate truck will be required. Our freight elevator dimensions are 77" H x 77" W x 57" D.

Package Storage:

The standard handling fees cover receipt of the shipment, up to three (3) business days of storage, and on-site delivery. Shipments arriving more than three (3) business days prior to the event/conference or more than two (2) business days after the event/conference will be assessed a storage fee of \$5.00 per box per day. The hotel will not be responsible for the safe keeping of personal or rented equipment.

Misc. Shipping Instructions:

- The shipper's return address should include shipper's name, address, email and telephone number. Multiple packages within a single shipment should be numbered in sequence (i.e. 1 of 3, 2 of 3, 3 of 3); it may be helpful to make note of individual package contents so that careful records of all materials may be maintained and the sender alerted in the event of damage or non-receipt.
- If there is more than one on-site delivery location, please label the boxes with their specific delivery destination/meeting room.
- Heavy boxes (over 50 lbs.) should be identified so that staff (either yours or ours) can avoid injury while lifting them.
- Send shipping information in writing to your catering/convention services representative. Be specific regarding the number of boxes shipped, point of origin (company, city), shipping method (FedEx, UPS, etc), expected arrival date, where/when they should be delivered once on-site, the size, weight, relative condition of the boxes, and any other helpful information so that our staff can properly handle your shipment.
- If group is using a drayage company please ask your exhibitors to ship freight directly to their address

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