



Shipping Instructions

Group / Guest Packages - Shipping Instructions

Please follow the recommended label addressing standards, illustrated below, to prevent package routing delays. All packages received by The Adolphus require a release signature before being released from The Adolphus custody to the intended recipient. Release signatures are captured at the time of package pick-up or during delivery of package(s) to the recipient. Inbound receiving and applicable delivery fees will be applied on a per package basis, as outlined in the fee schedule below. These fees are applied in addition to any shipping/transportation charges.

Please use the name of the recipient who will be onsite to receive and sign for the package(s). Please do not address your package(s) to the Hotel Staff or a Show Manager as this could cause confusion in package sorting or your package(s) to be delayed. Group Packages (excluding pallets/crates) will be delivered to the designated meeting room by the hotel Banquet set up team. Personal package deliveries may be scheduled by contacting The Adolphus Front Desk at (214)742-8200. Package deliveries should only be scheduled after the recipient has checked into the hotel.

Please schedule your shipment(s) to arrive no more than 3 days prior to the event start date.

Event Shipment(s) - Label Standard:

Individual Personal Shipment(s) - Label Standard:

Affix a label with the following information (in addition to the airball).

Affix a label with the following information (in addition to the airball).

The Adolphus

(Event Name) (Arrival Date)

Hold For: (Guest Name)

(Guest Company Name) (Meeting Room) (Booth Number)

1321 Commerce St.

Dallas, TX 75202

The Adolphus

Hold For Guest: (Guest Name) (Arrival Date)

(Guest Cell Number)

1321 Commerce St.

Dallas, TX 75202

Outbound Guest Packages - Shipping Instructions

All outbound packages must have a completed carrier label or airball affixed to each package and scheduled for pick up. Outbound packages being picked up must be communicated to your event manager. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

Package Handling Fees

Package handling fees may be charged to a guest room, master account, FedEx account, or billed to a credit card. Fees are applied on a per item basis.

Weight Class	Inbound	Outbound
	Receiving	Drop Off Handling Fee
0.0 - 1.0 lbs.	\$0.00	\$0.00
1.1 - 10.0 lbs.	\$13.00	\$10.00
10.1 - 20.0 lbs.	\$18.50	\$10.00
20.1 - 30.0 lbs.	\$24.00	\$10.00
30.1 - 40.0 lbs.	\$29.50	\$10.00
40.1 - 50.0 lbs.	\$32.50	\$10.00
50.1 - 60.0 lbs.	\$34.50	\$15.00
60.0 lbs. and Over	\$37.00	\$20.00
Crate & Pallet *	\$200.00	\$100.00

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$200.00, which is applied to each pallet / Crate handled. All pallets will be broken down in order to move within the building. Hotel staff is not responsible for assembling pallets for outbound shipping. Guest is responsible for making arrangements with carrier for pallet assembly.

Package Storage and Oversize Item Fees

Package Storage Fees will apply to each package received and stored for more than five calendar days. Items measuring over 6.5 feet on all sides are considered oversize and will be assessed the Oversize Fee if stored for more than five calendar days.

Days	Storage Fee/Day	Oversize Fee/Day
1 - 5 Days	No Charge	No Charge
6 - 7 Days	\$27.50	\$27.50
8 Days and Over	\$55.50	\$55.50

Terms & Conditions: Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel may establish from time to time for receiving and delivering of packages.