

Renaissance Schaumburg Convention Center Hotel

Guest Parcel Delivery Form		
Recipient Name:		
Sender Name:		
Number of Parcels	Description & Remarks	Method of Shipment

The hotel, as an accommodation to and at the request of the undersigned, has accepted on behalf of the undersigned and as its agent, in apparently good order but without representation of verification as to actual condition or repair and without incurring any inference or presumption to the contrary, the parcels described and the undersigned acknowledges and agrees that the hotel, its agents and employees assume no risk and will incur no liability for damage, loss, or injury to said parcel, regardless of the cause, and the undersigned hereby releases and forever discharges the hotel, from any liability, risk, claim or demand whatsoever.

Label all Packages:

Name of Vendor

Name of Group/Date of Group

1551 N. Thoreau Drive

Schaumburg, Illinois 60173

Delivery Date:

(Renaissance Schaumburg Convention Center Hotel Will not accept packages earlier than Three Business Days Prior to start of event)

Charge	Item Description
\$5.00	1 – 9 lbs Letter Envelopes or Package
\$15.00	10 - 20 lbs - Package, Box, Crate, Display, other, etc.
\$30.00	21 - 30 lbs - Package, Box, Crate, Display, other, etc.
\$40.00	31 - 50 lbs - Package, Box, Crate, Display, other, etc.
\$50.00	51 -60 lbs - Package, Box, Crate, Display, other, etc.
\$60.00	61 -70 lbs - Package, Box, Crate, Display, other, etc.
\$70.00	71 -80 lbs - Package, Box, Crate, Display, other, etc.
\$100.00	81- 100 lbs - Package, Box, Crate, Display, other, etc.
\$150.00	101- 150 lbs - Package, Box, Crate, Display, other, etc.
\$190.00	151- 200 lbs - Package, Box, Crate, Display, other, etc.
\$225.00	Pallet: Up to 800 lbs - Self Containing & Properly Sealed
\$225.00 +\$0.25/per lb over 801 lbs.	Freight greater than 801 lbs.

These charges are in addition to the charges the drayage service will impose once they take possession of the shipment for handling and delivery.

Loading & Unloading

\$80.00 per hour, with a minimum two hours, will apply if shipping/receiving is involved in the loading or unloading, by pallet jack, of any size truck or other conveyance. \$120.00 per hour, with a minimum four hours, will apply if shipping/receiving is involved in the loading or unloading, by fork lift, of any size truck or other conveyance. Storage Fees charges apply to any/all material received more than 3 calendar days prior to the addressee arrival, as well as items stored up to 3 calendar days after the last day of the addressee departure. **A fee of \$90.00, per 100 pounds of weight per day, will be accessed for each day prior to or after the 3 day limit.**