

2022 UVCA Fall Convention Renaissance Arlington Capital View

SHIPPING AND RECEIVING CHARGES

Storage Fees:

The Renaissance and Residence Inn Arlington Capital View Hotels will only accept packages (3) three days prior to your function date and must be made aware of such deliveries in writing. Packages delivered more than (3) days before your function date will be assessed a storage fee. The storage fee prices are as follows:

- Pallets- \$100.00 per day.
- Crates- \$100.00 per day.
- Exhibit cases- \$10.00 per case per day.
- 10 or more boxes- \$5.00 per day, per 10 boxes.
- Tube and Poster Cases \$5.00 a day per Tube and Case
- Boxes (40lbs+) \$5.00 a Box per day.
- Boxes (less than 40lbs) \$3.00 a Box per day

SHIPPING INSTRUCTIONS

Shipments being delivered to the Renaissance/ Residence Inn Arlington Capital View Hotels MUST be addressed as follows:

**Renaissance & Residence Inn
Arlington Capital View Hotels
2800 South Potomac Ave.
Arlington, Virginia 22202
Attn: On Property Event Manager – Kimberly Simmons
Hold For: Group Name, On Property Contact Name
Arrival Date: Contact Arrival Day and Date**

The Renaissance and Residence Inn Arlington Capital View Hotels will not assume any responsibility for the damage or loss of merchandise sent to the Hotel for storage. Please note improper labeling will result in delay of box retrieval.

For questions, the hotel contact is:

Kimberly Simmons, On Property Event Manager
Renaissance Arlington Capital View Hotel
Phone: 571-814-4042, Fax 571-814-4087
Email: Kimberly.Simmons@renhotels.com.

Handling Fees:

- All groups of (50) fifty rooms or more, the first (10) boxes are complimentary.
- All groups of (49) forty-nine rooms or less, the first (3) boxes are complimentary.
- There will be a \$5.00 per box in and out thereafter unless the Box is 40lbs or over the charge will be \$10.00 per Box.
- Tubes and Poster cases- \$20.00 per Case.
- Exhibit Cases- \$40.00 per Case

- Pallets- \$100.00 per Pallet
- Crates- \$150.00 per Crate

All vendors hereby agree to hold the hotel harmless from all accidents, injuries or damage arising wholly or partially due to the negligence of the hotel, its agents or employees. In addition, all vendors hereby release the hotel from any and all claims of liability that occur while in, on or about hotel premises.

In the event the vendor or any of its employees or subcontractors violates any of the foregoing guidelines or any rules or regulations set forth by The Renaissance & Residence Inn Marriott Arlington Capital View Hotels, they will be responsible for such actions or omissions, and the hotel reserves the right to ask such individuals to leave the hotel premises immediately.

Shipping packages back home from the hotel:

The Renaissance & Residence Inn Arlington Capital View Shipping & Receiving Department will only accept packages to be shipped out once the following has been completed:

- Shipping label printed and posted on all shipments
- All boxes and crates should be securely packaged and taped
- Carrier has been notified to pick up your packages
- Completion of this form.

Name: _____ Signature: _____