



SHIPMENTS & DELIVERIES TO THE HOTEL

- All shipments should be labeled as follows:
The InterContinental Dallas Hotel
C/O: IRENE SOLEYMANI, Director of Conference Planning
15201 Dallas Parkway
Addison, TX 75001
GROUP NAME OR BOOTH NUMBER: (ENTER HERE)

- As Storage space is limited, the hotel cannot accept deliveries made to the hotel **more than three days prior** to the convention meeting.

- All large deliveries in excess of 150 pounds are to be inside deliveries made to the point of usage by persons making the delivery. Such deliveries should be arranged with your Conference Planning Manager.
Inbound Charges:
Envelopes no charge
1-4 Boxes no charge
5 or More Boxes- \$8.00 per Box
Pallet Shipments- \$100.00 per pallet

- The hotel is to be advised of all incoming deliveries.
- **The hotel staff or hotel employees are NOT authorized to unload any carrier trucks, all shipments must be unloaded /loaded by contracted carrier.**
- Boxes being shipped out from the hotel, must be sealed, taped and labeled with secured shipment payment. Any boxes left unattended in the exhibit floor areas will **not** be the responsibility of the hotel.
Outbound Charges:
1-4 Boxes- No Charge
5 or More Boxes- \$4.00 per box
Pallet Shipments -\$50.00 per pallet