

The Mayflower

WASHINGTON D.C.

AUTOGRAPH COLLECTION®
HOTELS

SHIPPING, RECEIVING AND DELIVERY GUIDELINES

In order to provide exceptional service in the shipping and receiving of parcels and the delivery of them to your group, exhibitors and convention attendees, the following guidelines have been established by the Mayflower Hotel. Please share these with any exhibitors or anyone else who will be shipping or having deliveries made to the hotel.

1. All shipments and deliveries must be addressed in the following format:

**Your Name, Group Name
C/O Event Manager's Name
The Mayflower Hotel
1127 Connecticut Ave. NW
Washington, DC 20036**

2. Please send shipments and deliveries so that arrive no more than 2 days before the start of your meeting or event. All shipments and deliveries arriving earlier will be subject to the storage fees listed below.
3. Please bring a list with all of your shipment's tracking numbers and the name of the individual to whom the package is addressed, so that any missing parcels can be located.
4. The Mayflower Hotel does have package handling charges for each parcel or pallet received at the hotel.

The charges are as follows:

Incoming & Outgoing Handling Fees

- envelope \$7.00
- padded pak \$7.00
- 1 – 10 lbs. \$10.00
- 10.1 – 20 lbs. \$15.00
- 20.1 – 40 lbs. \$25.00
- 40.1 – 60 lbs. \$50.00
- 60.1 – 100 lbs. \$80.00
- 100.1 lbs. and over \$120.00
- pallets \$275.00

5. All outgoing shipments must be properly labeled with a return address, a delivery address and a contact phone number for the sender. An account number for the delivery service of choice or the sender's credit card number and expiration date must be included to ensure proper charges by the shipping company