THE BLACKSTONE
—— A RENAISSANCE' HOTEL ——

Shipping and Receiving Delivery Guidelines

Event Date: <u>**August 20-22, 2015**</u>, for Exhibit at Association for the Sociology of Religion Conference

Group Name: _____   **Group Contact:** _____

Number of Packages: _____

Boxes ☐ _____   **Crates** ☐ _____   **Pallets** ☐ _____

Other ☐ _____

Packages Arrival Date: _____

Event Manager: <u>James Cavendish</u>_____   Date: _____

Group Contact: <u>Association for the Sociology of Religion</u>   Date: _____

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

1. All Shipments and Deliveries must be addressed in the following format:
   Hold for: Your Name, Publisher (for ASR Conference Aug. 20-22, 2015)
   Event Manager: James Cavendish, Association for the Sociology of Religion
   Renaissance Blackstone Hotel
   636 South Michigan Ave.
   Chicago, IL 60605

2. Please send shipments and deliveries so that they arrive no more than (3) days prior to the start of your meeting or event.

3. Bring or email 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. All outgoing shipments must be properly labeled with a return address, a delivery address and a contact phone number for the sender. **Parcels will not be accepted with Renaissance Blackstone Hotel noted as 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.

   <u>***NOTICE:***</u> *We only ship FedEx and UPS. If a client uses another outsource courier, they are responsible for scheduling the pickup.*

0.0 -10.0 lbs.	$5.00 / Box
10.1 – 20.0 lbs.	$10.00 / Box
20.1 – 50.0 lbs.	$15.00 / Box
50.1 – Over	$30.00 / Box
Pallet	$150.00 each

The first package is complimentary.