



RENAISSANCE®

THE WORTHINGTON HOTEL
FORT WORTH

Loss Prevention Shipping/Receiving Charges

The charges listed below are handling of packages. This does not include the fee for a delivery request.

Incoming Packages

Handling Fee (Receiving, Safely Storing and Logging in)

___ Letter - \$3.00	\$ _____
___ 00-24lbs. - \$5.00	\$ _____
___ 25-49lbs - \$10.00	\$ _____
___ 50-99lbs - \$15.00	\$ _____
___ 100lbs or more - \$20.00	\$ _____
___ Exhibit Booth Cases - \$25.00	\$ _____

Delivery Charges (Upon request only)

___ Letter - \$3.00	\$ _____
___ 00-24lbs. - \$5.00	\$ _____
___ 25-49lbs - \$10.00	\$ _____
___ 50-99lbs - \$15.00	\$ _____
___ 100lbs or more - \$20.00	\$ _____
___ Exhibit Booth Cases - \$25.00	\$ _____

Incoming Pallets

___ 00-499lbs - \$100.00 per pallet	\$ _____
___ 500lbs or more - \$200.00 per pallet	\$ _____

Incoming Crates

___ 00-499lbs - \$200.00 per crate	\$ _____
___ 500 or more - \$400.00 per crate	\$ _____

Crates weighing over 1,000lbs will be refused by the hotel unless prior notification has been made with the hotel and proper arrangements have been made

Outgoing Packages

There is no charge if the package is pre-packaged, has label on it and has scheduled a pick up. If requested, the hotel can send out the package/s but it must be pre-packaged and all proper information must be provided. Hotel will charge for the cost of sending plus a 35% upcharge.

Man Hours

There is a \$30.00/hr (or a portion of an hr/per man) charge when Loss Prevention staff is involved in the unloading, loading, breakdown, setup, repacking of packages or delivering packages(CONVENTION/EXHIBITIONS) in addition to above charges.

____ Man Hours x \$30.00/hr \$_____

Total Charges:_____

Please indicate below where the charges will be placed:

Room Charge:_____ Master Account:_____ Credit Card:_____

(IF pay with a credit card please inform the hotel so we can provide you with a credit card authorization form.

Contact Information

Prior to sending any convention parcels to the Worthington Renaissance Hotel, the groups/guests are asked to

Contact the Worthington Renaissance Hotel Loss Prevention department:

Meeting professionals **MUST** inform Loss Prevention of any shipments to the hotel at a **minimum** of seven (7) business days prior to the event. This will allow the Loss Prevention Department to plan for the arrival and storage of the group(s).

Loss Prevention Contact: Any Loss Prevention Officer available

Email: rhi.dfwdt.shipping@renaissancehotels.com

Phone: Main: 817-882-1715 Secondary: 817-882-1629 Cell: 817-992-4270

Label

It's very important that shipments arriving to the hotel for conventions/exhibitions be labeled appropriately to insure proper logging and tracking of the shipment and easy access when it is requested for delivery. Please use the following format or cut and copy.



Worthington Renaissance
200 Main st
Fort Worth, Texas 76102

NAME OF GUEST RECEIVING SHIPMENT: _____

NAME OF CONVENTION: _____

DATES OF CONVENTION: _____

BOX # (I.E BOX 1 OF 4, 2 OF 4 ETC.): _____ **OF** _____

DELIVER TO MEETING ROOM: YES _____ **NO** _____

IF YES, ROOM NAME(ADDITIONAL FEES APPLY): _____

HOTEL EVENT MANAGER: _____