



Loss Prevention Shipping/Receiving Charges

Incoming Packages:

Handling Fee (Receiving, Safely Storing and Logging in)

00-24lbs. - \$5.00	Pallet 00-499lbs - \$100.00
25-49lbs - \$10.00	Pallet 500lbs-1000lbs - \$200.00
50-99lbs - \$15.00	Crate 00-499lbs - \$200.00
100lbs or more - \$20.00	Crate 500-1000lbs - \$400.00
Exhibit Booth Cases - \$25.00	

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

Packages can be requested and picked up at the front desk for no additional charge. If you request for packages to be delivered to a sleeping or meeting room the following delivery charges will apply:

Delivery Charges (Upon request only):

00-24lbs. - \$5.00	Pallet 00-499lbs - \$100.00
25-49lbs - \$10.00	Pallet 500lbs-1000lbs - \$200.00
50-99lbs - \$15.00	Crate 00-499lbs - \$200.00
100lbs or more - \$20.00	Crate 500-1000lbs - \$400.00
Exhibit Booth Cases - \$25.00	

Outgoing Packages

It is recommended that all outgoing packages are pre-packaged, labeled and a pick-up is scheduled. 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.

There is no charge if an outgoing package is dropped off at the front desk. If you request for packages to be retrieved from a sleeping or meeting room, the following retrieval charges will apply:

Retrieval Charges (Upon request only):

00-24lbs. - \$5.00	Pallet 00-499lbs - \$100.00
25-49lbs - \$10.00	Pallet 500lbs-1000lbs - \$200.00
50-99lbs - \$15.00	Crate 00-499lbs - \$200.00
100lbs or more - \$20.00	Crate 500-1000lbs - \$400.00
Exhibit Booth Cases - \$25.00	

Man Hours:

If preferred, a meeting planner may request that all packages for a particular event (typically for exhibitions/tradeshows) be delivered/retrieved to/from a meeting space together instead of being requested by each individual exhibitor. In that case, there would be a \$30.00/hr (or a portion of an hr/per man) charge to the master account for the delivery/retrieval of packages in lieu of the delivery/retrieval charges listed above.

Recommended Shipping Vendors:



Closest FedEx Location: 901 Houston St, Fort Worth, TX 76102 – 0.3 miles

Closest UPS Location: 209 W 2nd St, Fort Worth, TX 76102 – 340 feet

Additional Information:

- Packages should be dropped off at our loading dock entrance located on the corner of 1st & Houston St.
- Delivery driver should check-in with the Loss Prevention Office located just inside the 1st street entrance.
- Delivery trucks should have a liftgate (our loading area is not dock-height).
- The hotel's forklift may be used on a first come, first serve basis provided a liability waiver is signed by the operator.

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 with the order form below and any tracking numbers you have.
- Meeting planners **MUST** inform Loss Prevention or their Event Manager 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: DFWDTLossPrevention@marriott.com

Phone: 817-882-1715

Loss Prevention Shipping/Receiving Ordering Form

Incoming Packages:

Handling Fee (Receiving, Safely Storing and Logging in)

___ 00-24lbs. - \$5.00	\$ _____
___ 25-49lbs - \$10.00	\$ _____
___ 50-99lbs - \$15.00	\$ _____
___ 100lbs or more - \$20.00	\$ _____
___ Exhibit Booth Cases - \$25.00	\$ _____
___ Pallet 00-499lbs - \$100.00	\$ _____
___ Pallet 500lbs-1000lbs - \$200.00	\$ _____
___ Crate 00-499lbs - \$200.00	\$ _____
___ Crate 500-1000lbs - \$400.00	\$ _____

Delivery Charges (Upon request only):

Delivery Location (which meeting room): _____

___ 00-24lbs. - \$5.00	\$ _____
___ 25-49lbs - \$10.00	\$ _____
___ 50-99lbs - \$15.00	\$ _____
___ 100lbs or more - \$20.00	\$ _____
___ Exhibit Booth Cases - \$25.00	\$ _____
___ Pallet 00-499lbs - \$100.00	\$ _____
___ Pallet 500lbs-1000lbs - \$200.00	\$ _____
___ Crate 00-499lbs - \$200.00	\$ _____
___ Crate 500-1000lbs - \$400.00	\$ _____

Retrieval Charges (Upon request only):

Retrieval Location (which meeting room): _____

___ 00-24lbs. - \$5.00	\$ _____
___ 25-49lbs - \$10.00	\$ _____
___ 50-99lbs - \$15.00	\$ _____
___ 100lbs or more - \$20.00	\$ _____
___ Exhibit Booth Cases - \$25.00	\$ _____
___ Pallet 00-499lbs - \$100.00	\$ _____
___ Pallet 500lbs-1000lbs - \$200.00	\$ _____
___ Crate 00-499lbs - \$200.00	\$ _____
___ Crate 500-1000lbs - \$400.00	\$ _____

Please indicate below where the charges will be placed:

___ Room Charge: Guest Name _____ Confirmation # _____

___ Master Account: Group Name _____

___ Credit Card: Email Address to send authorization form* _____

**If paying with a credit card we will provide you with a credit card authorization form. Do NOT send credit card information to the email address provided above or add it to the order form.*

Label

It's very important that shipments arriving to the hotel for conventions/exhibitions be labeled appropriately to ensure 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: _____