



## Shipping Information / Labeling

**INCOMING BOXES** - All packages should be labeled as follows:

Name of Group and/or On-site Contact  
Name and Date of Meeting  
C/O Sheraton Music City Hotel  
777 McGavock Pike  
Nashville, TN 37214  
Box (es) \_\_\_\_\_ of \_\_\_\_\_

### SPECIAL EXHIBITOR NOTES:

**\*\*\*Please follow these instructions for all outgoing group packages\*\*\***

- Package all boxes and containers securely using acceptable shipping products. (The hotel does not provide packaging materials).
- Label all packages using either Fed Ex or UPS. If you are using Fed Ex Ground or UPS, you must contact the company directly for pick-up. (The hotel does not provide labels. Please use the LINK station in the main lobby to print labels online).
- Clearly stack all packages to be delivered and call guest services at "0" for pick-up. Or, coordinate with a banquet captain for assistance.

**\*\*\*The hotel is not liable for any packages left without following proper procedures\*\*\***

### Box handling Fees - Charges are as follows:

Envelopes and small boxes under 5lbs.	\$3 per item
Boxes under 100lbs.	\$7 per item
Boxes over 100lbs.	\$15 per item
Hard case	\$12 per item
Pallet	\$75.00 each

\_\_\_ Check Enclosed (Addressed to Sheraton Music City)

\_\_\_ Credit Card #: \_\_\_\_\_

Name of cardholder: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\_\_\_ Bill to a guest room - Name of guest: \_\_\_\_\_ Room #: \_\_\_\_\_