



Shipping & Receiving Guidelines

All boxes are to be shipped to the hotel address (see below) no more than 3 calendar days prior to the group's arrival. Boxes received prior to this date, will be subject to storage charges.

All boxes are to be shipped out of the hotel no later than 3 calendar days after the group's departure. Boxes shipped out after this date, will be subject to storage charges.

All boxes are to be shipped to the hotel, and are to be labeled as follows:

Detroit Marriott at the Renaissance Center
Attn: *Event Manager & on-site contact*
Renaissance Center
Detroit, MI 48243
Hold for: **GROUP NAME/MEETING NAME**

On the labels, please ensure to include the following:

- Hotel Name (since the Renaissance Center is a large facility that houses a lot of different businesses)
- Event manager
- On-site Group Contact
- Meeting Name
- Number of boxes shipped
- Method of shipment
- Date of expected arrival at the hotel

When possible, please always keep your tracking numbers with you, so it is easier to locate your boxes onsite.

Storage Fees:

Charges apply to any/all material received more than 3 calendar days before date of guest arrival, as well as items stored up to 3 calendar days after the last day of the guest's departure. Please check with your event manager for specific charges.