

SHIPPING PROCEDURES AND HANDLING FEES

The hotel has limited storage space and will not accept any shipments until May 14th; 3 days prior to meeting's first day. Please send shipments to:

SHERATON BIRMINGHAM
DOCK – Sheraton Birmingham
ATTN: **Sheretha Yarber**
BOOKING: **PSRC 63rd Annual Meeting**
2101 Richard Arrington Jr. Blvd. N
Birmingham, AL 35203
[Company name | Booth # | Personnel Contact]

All packages are to be delivered to the loading dock and will be stored in Shipping and Receiving area.

Handling fees:

Inbound Package Handling Fees:

This is the standard range of pounds. Minimum fee to be applied to all to be used at all Hotels incoming packages

0 to 5 pounds	\$5.00
6 to 20 pounds	\$10.00
21 to 50 pounds	\$15.00
Over 50 pounds	\$25.00
Crates	\$50.00
Pallets	\$75.00