

SHIPPING/RECEIVING

The Crowne Plaza Houston – Reliant Park Hotel has limited storage space for parcels. Please follow these guidelines to ensure you receive parcels for your event on a timely basis.

1. Notify your Catering Manager of the number of boxes arriving and expected date of arrival (**please do not send boxes more than 3 days prior to your event**).

2. Label your boxes properly:
Crowne Plaza Houston- Reliant Park
8686 Kirby Drive
Houston, Texas 77054
Event Name: HOTZONE 2015
Attention: Oberlin Delgado- Corporate Catering Manager
Hold for arrival: (Date of Arrival for Sender)
Attention: (name of sender)

2. \$5.00 per item will be charged & items must weigh less than 50 pounds each. Items that are more than 50 pounds will be denied and sent to a drayage company.

Any large item over 50 pounds arriving PRIOR to Monday, October 19, 2015 will be denied and sent to a drayage company. HOTZONE recommends Freeman Decorating at (800) 995-3579 for freight over 50 pounds and large shipments. **The client will be responsible for all drayage company charges.**

4. Outgoing items shipped from the hotel must be accompanied by a shipping form and we charge a \$5.00 per item fee. All items must be properly sealed and labeled.