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RENAISSANCE®

WASHINGTON DC  
DOWNTOWN HOTEL



# Loading Dock and Shipping & Receiving

RENAISSANCE WASHINGTON, DC  
DOWNTOWN HOTEL

[www.DCRenaissance.com](http://www.DCRenaissance.com)

202.898.9000

## PACKAGE HANDLING INFORMATION FOR GROUPS AND EXHIBITORS

Our Shipping and Receiving Department can be reached at ext. 3408 or 1100

There is a handling charge for all items coming in and going out of the hotel. The rate is as follows:

### Rates

0-5lbs	\$5.00
5-20lbs	\$10.00
21- 50lbs	\$30.00
51- 75lbs	\$50.00
76 – 100lbs	\$70.00
Over 100lbs	\$0.40/lb
Pallets	\$200 each
Storage over 3 days	\$25.00/day per item

### Directions to the Hotel loading dock

Going South on 9th St, make a left on I St, the loading dock will be the second entry, on the left.

### Delivery Information

- All couriers must deliver items directly to the room and only on the day of the event. Failure to comply may result in the above listed charges being enforced.
- Trucks 42 feet and smaller may be able to maneuver their way into the Loading Dock. The top clearance height is 13 feet.
- Trucks should be equipped with their own lift gate.
- The Hotel Shipping and Receiving staff will not be responsible for unloading, offloading or uploading delivery trucks.
- There is an additional \$100 a day storage fee for all Skids (including accumulated boxes becoming a skid), we must store for a period, longer than 3 days, before and after the scheduled event.
- Any items left longer than 10 days will be discarded.

*Please address your items in the following manner:*

To: "Convention Name"  
Attn: "Your Name"  
Event Date: "September 18, 2006"  
Renaissance Washington DC Hotel  
C/O <Enter your Event Managers name>  
999 9th Street NW  
Washington, DC 20001

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## LOADING DOCK REQUIREMENTS

Height Clearance:	13'
Trailer Length:	45 Feet Maximum
Receiving Office Location:	Last 3 Bays on Right

- All deliveries should be made by trucks equipped with a lift gate
- The Hotel Shipping and Receiving staff do not off load or load trucks
- All pallets need to be offloaded by hand if truck does not have a lift gate
- Handling charges will apply unless materials are delivered directly to the client, by courier
- Clients will be advised of charges by Event Manager
- All trailers over 45 feet must off load from the street
- The Hotel do not have a Fork Lift, you must make your own arrangement if one is needed
- Material clearance from the loading dock to inside the hotel is 7' 4" high and 5' wide

### **Directions to the hotel loading dock**

Going South on 9th St, make a left on I St, the loading dock will be on the left.  
Loading and Unloading are available on the loading dock. Parking is not available.  
Renaissance Washington D.C. Shipping and Receiving Department  
*Please call Shipping and Receiving at 202 -682-3408*

### **HOURS OF OPERATION**

Monday – Friday 7:00 AM – 7:00 PM  
Saturday and Sunday 7:00 AM – 3:00 PM (hours are depending on the business)  
*Please call Loss Prevention for all after hours request at 202-682- 3377*

