



Sheraton Salt Lake City, Utah  
Where the World Comes Together

# Shipping and Receiving

## Inbound:

Packages are to arrive no earlier than 3 business days prior to group arrival. All arriving packages must be discussed with servicing manager prior to all shipment. All boxes must have:

- Group name
- Event name
- Servicing managers name

Please send all packages to:

Sheraton Salt Lake City Hotel  
150 West 500 South  
Salt Lake City, Utah 84101

## Outbound:

For outbound shipping, client is responsible for creating their own shipping label, and scheduling a pick up time with your preferred carrier. If needed hotel can assist with printing and taping labels on to boxes. All packages must be brought to front desk BEFORE scheduled pick up time. A desk agent will direct you where to leave your packages

## Fees and Restrictions

All materials sent to the hotel will be subject to a storage and handling fee.

- \$5 per box/item
- \$50 per large box
- \$100 per crate

Storage fees may be added to master account.

All clients shipping and receiving are responsible to pick up, schedule, and pay for shipping labels. If you would like you packages delivered to and from the hotel bell closet, you will be charged an extra servicing fee.



SHERATON

EST. 1937

150 WEST 500 SOUTH SALT LAKE CITY, UTAH 84101

(801) 401-2000

# Guest Package Request Form

**DATE**

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**GUEST NAME**

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**GROUP NAME**

---

**PAYMENT TYPE**

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**SIGNATURE**

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**PLEASE NOTE ROOM/BOOTH IF DELIVERED WITHOUT GUEST PRESENT.**

## PACKAGE LIST

### \$5 SMALL PACKAGE

SHIPPING COMPANY

TRACKING #

PACKAGE #1		
PACKAGE #2		
PACKAGE #3		
PACKAGE #4		

### \$50 LARGE PACKAGE

SHIPPING COMPANY

TRACKING #

PACKAGE #1		
PACKAGE #2		
PACKAGE #3		
PACKAGE #4		

### \$100 CRATE OR PALLET

SHIPPING COMPANY

TRACKING #

PACKAGE #1		
PACKAGE #2		
PACKAGE #3		
PACKAGE #4		

Please fill out appropriately, then send to the Shipping and Receiving Clerk Cabot Colt  
cabot.colt@sheratonsaltlakecity.com and your associated Sheraton Event Manager.