

**SHIPPING, RECEIVING AND STORAGE:** Parcels for events held in the Hotel may be delivered up to three (3) days prior to event. The shipment must be addressed to the guest responsible for claiming the parcel at the Hotel. Parcels should be addressed to:

Guest Name

Date of Arrival

Group Name

C/O Embassy Suites Hotel Seattle-Bellevue

3225 158<sup>th</sup> Ave SE

Bellevue, WA 98008

The Hotel requires advanced notice of the shipment and number of boxes. Boxes should be numbered 1 of 5, 2 of 5, 3 of 5, etc. Deliveries or outgoing shipments of more than (5) five boxes will be assessed a handling fee of \$5.00 per box and \$100.00 per pallet by the Hotel. The Sales Office must be notified in advance to assure proper acceptance of these items. Any large boxes or any materials requiring handling and delivery will be assessed an additional \$250.00 flat fee. Boxes left behind one week will be discarded.