



Shipping Instructions

Welcome back Sheraton Guest! We are pleased to accept and store all boxes and shipments required for scheduled meetings/programs according to the following policies:

Please Ship Packages to:

Sheraton Austin Georgetown Hotel and Conference Center

C/O Meeting Name / Your On-Site Contact Name / Date of Program

1101 Woodlawn Avenue

Georgetown, TX 78628

- The hotel cannot assume responsibility for acceptance and/or storage of boxes received more than (3) days prior to the scheduled meeting/program
- After your event, any boxes to be shipped out of the hotel must be properly packaged and labeled with the shipping address, return address, and method of payment on your departure date. The shipping account holder must call to schedule pick up with the shipper
- The hotel is not responsible for packing or for supplying any packing materials. Any materials left behind without shipping instructions will be discarded three business days after your departure date
- Packages should be received during regular business hours: Monday – Friday 7:30 am - 6:30 pm, and Saturday & Sunday 7:30 am - 3:30 pm.

Service Fees

- Charges incurred shall be applied to the receiver of material, thus, applied to either an individual guest room account/folio. These charges cover the cost of labor, processing, receiving, tracking, storing, and delivering.
- The price for receiving will be based on pounds and will include storage. If storage exceeds 3 days, a \$25 per item/day storage fee will be added.
- The weights will be taken off the FedEx, UPS, or DHL boxes. These packages do not need to be weighed at the hotel. On rare occasions, packages may come from another source without weight information.

INBOUND PACKAGE HANDLING FEES

0-1 lbs	\$2.00 each
1.1-10 lbs	\$10 each
10.1-25 lbs.	\$25 each
25.1-50 lbs	\$50 each
Over 50	\$ 50 each
Crates &	
Pallets	\$175.00 each

Sheraton Austin Georgetown Hotel & Conference Center

1101 Woodlawn Avenue

Georgetown, TX 78628

sheratonaustingeorgetown.com