

SHIPPING & STORAGE W NASHVILLE

PACKAGE ROOM/ SHIPPING AND RECEIVING

Packages will be accepted at the Hotel no earlier than 3 days prior to the start of the event.

Please number all boxes in a series and address each box as follows:

Conference Name: International Planned Music Association Annual Convention
Attn: Onsite Attendee Name (person staying here who will pick up the package)
C/O: Lauren Vargo
W Nashville
300 12th Avenue South
Nashville, TN 37203

Package ____ of ____

Please estimate the number and size(s) of the boxes being sent to the hotel.

Light (less than 10 boxes) _____
Medium (10-20 boxes) _____
Heavy (21 or more boxes; crates/pallets) _____
Total Number of Boxes Expected Pre-Event _____

Billing: The inbound and outbound charges will be billed to the individual guest room of the onsite attendee whose attention the item is being shipped to. If any special billing arrangements are required, please contact Event Management to further review in advance of sending any items.

INBOUND PACKAGES	
0 – 5 lbs	\$5.00 per box
6 – 20 lbs	\$10.00 per box
21 – 50 lbs	\$15.00 per box
50+ lbs	\$25.00 per box
Crates	\$75.00 each
Pallets	\$150.00 each

OUTBOUND PACKAGES	
Each Box	\$5.00 each

**These rates are in addition to the cost of the shipment charged by the shipping company.

****Outgoing Packages:** Please be prepared with your own shipping labels.

Any items to be shipped out by FedEx Ground or UPS must be scheduled for pick-up by the vendor.

Please ensure all packages are taped and labeled before asking W Nashville team members to pick up to take down to the loading dock.