



# InterContinental Chicago Shipping Instructions

## PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names, unless the items are specifically for their use (e.g., hotel specifications, rooming lists, or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **312.595.0768**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

## PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

(Guest Name) (Guest Cell Number)  
c/o FedEx Office at InterContinental Chicago  
505 North Michigan Ave  
Chicago, IL, 60611  
(Convention / Conference / Group / Event Name)

Box \_\_\_\_ of \_\_\_\_

FedEx Office Business Center  
InterContinental Chicago  
505 North Michigan Ave  
Chicago, IL 60611  
Phone: 312.595.0768  
Fax: 312.595.0780  
Email: usa5589@fedex.com

Operating Hours  
Mon – Fri: 9:00am - 6:00pm  
Saturday: Closed  
Sunday: Closed

## SHIPMENTS WITH SPECIAL REQUIREMENTS

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office in advance of shipping their items to InterContinental Chicago with any specific questions. If you have any special needs (e.g., refrigeration requirements, after hours delivery requests, or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

## ON-SITE PACKAGE DELIVERY

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of InterContinental Chicago, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting /event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

## PACKAGE DELIVERY TO GUEST SUITES / MEETING ROOMS

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at InterContinental Chicago, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



# InterContinental Chicago Shipping Instructions

## UPON YOUR ARRIVAL

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **312.595.0768**; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

## UPON YOUR DEPARTURE

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office, indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

## PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Envelopes up to 1.0 lb.	\$2.00	\$10.00
0.0 – 1.0 lb.	\$2.00	\$10.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$25.00
20.1 – 30.0 lbs.	\$20.00	\$35.00
30.1 – 40.0 lbs.	\$25.00	\$55.00
40.1 – 50.0 lbs.	\$25.00	\$55.00
50.1 – 60.0 lbs.	\$35.00	\$55.00
60.1 – 150.0 lbs.	\$35.00	\$70.00
Pallets & Crates*	\$250.00 or \$0.75/lb. > 333 lbs.	\$250.00 or \$0.75/lb. > 333 lbs.

Package weights will be rounded up to the nearest pound.

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250.00 or \$0.75/lb. > 333 lbs., which is applied to each pallet/crate handled.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Envelopes up to 1.0 lb.	No Charge
0.0 – 10.0 lbs.	\$5.00
10.1 – 30.0 lbs.	\$10.00
30.1 – 60.0 lbs.	\$15.00
60.1 – 150.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

### ADDITIONAL SERVICES

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

## TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



# InterContinental Chicago Decorator Package Shipping Instructions

## DECORATOR SHIPPING INSTRUCTIONS

FedEx Office is proud to be a partner of InterContinental Chicago in offering Guest Package Services on-site. This service includes receiving all inbound packages shipped to the hotel's physical address. FedEx Office staff is on-site in both the Business Center and the Parcel Office to meet the needs of the guests and employees of the hotel.

FedEx Office understands the role of the Decorator. As such, a customized workflow has been created to allow FedEx Office to effectively operate the parcel area of the property without impeding the work of the Decorator.

## INBOUND PACKAGES

Two different options are available for every Decorator package arriving at the property's loading dock.

### A. Immediate Release Packages

Provided that the Decorator is on the property and ready to take possession/custody of the packages upon their arrival, FedEx Office will complete an immediate release of the Decorator labeled packages to the Decorator as soon as packages are received from the carrier.

### B. Received and Processed Packages

Any Decorator packages received and processed by FedEx Office that are stored overnight will incur applicable receiving fees. Payment by the Decorator will be required at the time of package release. As a sign of our partnership with Decorators, we are pleased to offer discounts of the retail handling fees assessed on processed packages.

To provide a seamless experience for guests, and reduce confusion regarding package locations, Decorators are encouraged to emphasize the off-site receiving address for event shipments. This workflow will avoid FedEx Office handling fees on Decorator packages delivered directly to the property.

## OUTBOUND PACKAGES

FedEx Office is available to setup an outbound shipping desk within or near the meeting space to handle outbound shipments, as long as advanced notice and approval is provided during the event planning stages. Outbound handling fees apply to all outbound packages taken into possession by FedEx Office.

### **FedEx Office Business Center**

InterContinental Chicago  
505 North Michigan Ave  
Chicago, IL 60611  
Hotel Ext: 8806  
Phone: 312.595.0768  
Fax: 312.595.0780  
Email: [usa5589@fedex.com](mailto:usa5589@fedex.com)

### **Operating Hours**

Monday–Friday: 9:00am - 6:00pm  
Saturday: Closed  
Sunday: Closed

### **Guest Package Office**

Hotel Ext: 8810 or 8806  
Phone: 312.836.1099

## TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



# InterContinental Chicago Outbound Shipping Instructions for Events

## HOW TO SCHEDULE OUTBOUND SHIPPING

A FedEx Office Team Member can be made available at the meeting room listed below to assist and accept outbound packages. During this time, shipping supplies will be available to support all of your packaging and shipping needs.

Meeting Room: \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

The FedEx Office Business Center can also accept packages during normal business hours. Packaging supplies (boxes, tape, cushioning, etc.) are available for purchase at the FedEx Office Business Center during the hours listed. Complimentary FedEx Express® shipping supplies and airbills are also available 24 hours a day.

### FedEx Office Guest Package Services

Hotel Ext: N/A  
Phone: 312.836.1099  
Fax: 312.836.1120

Business Center Ext: N/A  
Business Center Phone: 312.595.0768  
Email: usa5589@fedex.com

### Operating Hours

Monday–Friday: 9:00am-6:00pm  
Saturday: Closed  
Sunday: Closed

## Follow these 4 steps to expedite the processing of your package

1. Complete a Shipping Airbill Form and be sure to include a FedEx account number, as well as your personal or business return address and not the address of the property.  
Please note: Outbound handling fees are applied to all packages, regardless of carrier, and are assessed in addition to the shipping/transportation charges.
2. Ensure all of your packages are properly sealed.
3. Affix the carrier's airbill form to each outgoing package.
4. Take your package(s) to the FedEx Office processing area during the times listed above or to the FedEx Office Business Center during normal business hours.

Once you have completed the steps above, FedEx Office will process your package(s) into the FedEx Office Package Tracking System and securely store them until release to the carrier. Retain your tracking number(s) and you're all set! With FedEx Office Guest Package Services, it's that simple.

## OUTBOUND HANDLING FEES

PACKAGE WEIGHT	DROP OFF BY GUEST	PICKUP BY FEDEX OFFICE
Envelopes up to 1.0 lb.	\$2.00	\$10.00
0.0 – 1.0 lb.	\$2.00	\$10.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$25.00
20.1 – 30.0 lbs.	\$20.00	\$35.00
30.1 – 40.0 lbs.	\$25.00	\$55.00
40.1 – 50.0 lbs.	\$25.00	\$55.00
50.1 – 60.0 lbs.	\$35.00	\$55.00
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Pallets & Crates*	\$250.00 or \$0.75/lb. > 333 lbs.	\$250.00 or \$0.75/lb. > 333 lbs.

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250.00 or \$0.75/lb. > 333 lbs., which is applied to each pallet/crate handled.

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services.