

SHIPPING INSTRUCTION AT THE CONCLUSION OF GROUP EVENT

SHERATON DFW AIRPORT HOTEL

4440 West John Carpenter Freeway, Irving, TX 75063 (972) 929 - 8400

UPS (800) 742 – 5877

- Complete Airbill and/ or place UPS Label(s) on each package. Please confirm the account number are on each Airbill.
- Call UPS and request for a pick up from Sheraton DFW Airport Hotel
- UPS will need the following information and will bill accordingly:

WITHOUT UPS ACCOUNT NUMBER- UPS normally take check, money orders, and credit card. Drivers Do Not Take Cash.

- Provide the number of items, weight, and address to be picked up and ship to.
- Agent will provide the cost and will get payment over the phone (if using credit card). All credit card transaction must be done over the phone.
- If payment is with check or money order, the driver will accept the payment. UPS charges a fee to have package(s) to be picked up from the hotel and the shipper will be responsible for the fee/ charges.

**PACKAGES WILL NOT BE PICKED UP IF FEE IS NOT PAID BY THE SHIPPER.
HOTEL IS NOT BE RESPONSIBLE FOR PICK UP FEE.**

FEDEX (800) 463 – 3339

- Complete Airbill and/or place Fedex (Fedex Express, Fedex Ground or Fedex Freight) labels on each package.
- Call FedEx toll free number and PRESS ZERO "0" FOR A CUSTOMER SERVICE REP.
- Provide agent with Account number, destination (address), number of items, weight of package(s), and hotel's address
- **VERY IMPORTANT-** Agent will provide **confirmation number** for the pick-up. Confirmation and tracking number for each package will be very helpful when tracking the packages shipped from the hotel.

DHL (800) 748 – 8653

FOLLOW THE SAME INSTRUCTIONS AS FEDEX

ALL PICK UP WILL BE AT THE BACK OF THE HOTEL.

HOTEL WILL NOT BE RESPONSIBLE FOR MAKING THE ARRANGEMENTS

FOR ANY PICK UP FROM THE HOTEL.