

Package & Freight Handling Information

Shipping Information

Packages should arrive no more than **THREE** days prior to guest arrival or event.
There are no storage fees for up to 15 boxes.

**If you are shipping via an independent vendor, any method besides FedEx, UPS or USPS. Please contact Kayla Gipner (Holiday Inn Conference Manager) directly for additional instructions and insurance paperwork. Kgipner@martplaza.com

Storage

If storage exceeds 3 days, there will be a \$25.00 per item per day charge.

Labeling

All packages & freight should be labeled as follows

**Holiday Inn Chicago Mart Plaza River North
(Conference Name and Dates)**

Onsite Contact Name (The person on-site that will retrieve the package)

Attn: Kayla Gipner (Holiday Inn Contact)

350 West Mart Center Drive

14th Floor- Inside Delivery

Chicago, IL 60654

Box ____ of ____ (Multiple boxes should be numbered)

Handling Fees-Inbound (prices are per box)

Up to 3 Boxes or 100 lbs

Complimentary

Each additional box over 3 boxes or 100 lbs

\$4.00 per box or \$25.00 per 100lbs.

Handling Fees-Outbound

Please be prepared to package your return boxes & provide your return label. Return freight services are Complimentary as long as you package & label your outgoing package/ freight.

Once packaged please inform a member of the Holiday Inn Chicago Banquet team, to ensure items are properly secured and brought to the freight pick up area of the hotel.

Delivery to a Meeting room

Packages & Freight retrieval may be requested through the Front Desk or a member of the Banquets team.