



There is a handling charge for all items coming in and going out of the hotel. The rate is as follows:

Rates

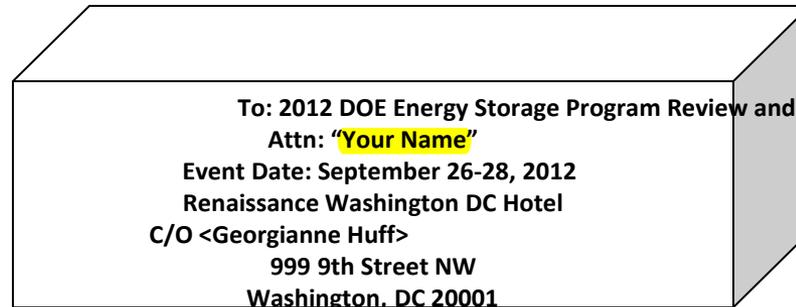
0-5lbs	\$5.00
5-20lbs	\$10.00
21- 50lbs	\$30.00
51- 75lbs	\$50.00
76 – 100lbs	\$70.00
Over 100lbs	\$0.40/lb
Pallets	\$200 each
Storage over 3 days	\$25.00/day per item



Delivery Information

- ***All couriers must deliver items directly to the room and only on the day of the event. Failure to comply may result in the above listed charges being enforced.***
- Trucks 42 feet and smaller may be able to maneuver their way into the Loading Dock. The top clearance height is 13 feet.
- Trucks should be equipped with their own lift gate.
- The Hotel Shipping and Receiving staff will not be responsible for unloading, offloading or uploading delivery trucks.
- There is an additional \$100 a day storage fee for all Skids (including accumulated boxes becoming a skid), we must store for a period, longer than 3 days, before and after the scheduled event.
- Any items left longer than 10 days will be discarded.

Please address your items in the following manner:



To: 2012 DOE Energy Storage Program Review and Update Meeting
 Attn: "Your Name"
 Event Date: September 26-28, 2012
 Renaissance Washington DC Hotel
 C/O <Georgianne Huff>
 999 9th Street NW
 Washington, DC 20001