

# shipping & receiving

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## **Incoming shipments**

To insure proper delivery of packages for your event, the following information should be included on all packages sent to the hotel:

**Rachel Karwas**  
**SHERATON KANSAS CITY HOTEL AT CROWN CENTER**  
2345 McGee Street, Kansas City, MO 64108  
ALADN Conference, May 18-21, 2014  
*[Date of arrival]*

Boxes are to be numbered appropriately: box 1 of 3, box 2 of 3, etc.

Please place the name and date of the meeting/conference prominently on each package label for prompt attention.

For packages to be shipped and/ or received on property are as follows:

*\* Due to limited storage space boxes/crates/pallets will not be accepted any more than 3 days prior to a convention or event (May 14, 2014).*

## **Outgoing shipments**

The hotel's shipping authorization form must be completed and accompany all outgoing shipments. Packages will not be accepted without a completed shipping form. all packages must also have a mailing label affixed on each box including the hotel's return address. Forms and labels can be obtained from the business center.

Any outgoing shipments received after 2:00 pm (Monday through Friday) will be shipped out the next business day. Boxes cannot be shipped unless they are properly sealed.