

### **Peabody Package Handling Information**

The Peabody offers package and box handling for our guests and groups. The following information explains the method and prices for all packages. Please read this document carefully and contact your catering or conference manager to discuss your box handling needs.

All boxes and packages are received through our Guest Packaging Department. Each package will be processed with our package receiving form on arrival.

Packages should arrive at the hotel no more than **three days** prior to the guest or group's arrival date. The Peabody has very limited storage space. **EXHIBITOR AND/OR TRADE SHOW SHIPMENTS MUST BE SENT THROUGH A DRAYAGE COMPANY.** Your hotel contact will assist you with names of local drayage companies.

**Note that any box remaining in the hotel more than one day after an event will be shipped back to the sender and billed to the group master billing.**

To ship packages out of the hotel, you will need to complete a Shipping Label, available from our Guest Packaging Department at extension 3642 or from the Concierge Desk located in the Lobby.

Packages must be properly wrapped and addressed and have an attached shipping label before the hotel will process them for shipment. If a freight shipper will be coming to the hotel to deliver or pick up, those arrangements should be made in advance through your hotel contact.

**SPECIAL NEEDS SHIPPING:** Any items not mentioned on our Package Information Sheet- please contact our Catering and Conference Management Department at 901-529-4154.

### **Hotel Shipping Address**

Please have any and all shipments for the hotel labeled as followed :

Peabody Hotel Memphis  
Attn: Guest/Company Name  
149 Union Ave  
Memphis TN, 38103

### **Pricing Information**

- Letters (including FedEx Overnight) \$5.00 per item
- Boxes \$.75 per pound or \$10.00 minimum
- Pallets \$85.00 minimum charge plus box charges per pound
- Weekend Receipt a/Pallets \$140.00 minimum charge plus box charges per pound
- Storage Charges: Complementary for first 3 days
- 4 or more days storage \$8.00 per box per day 85.00 per pallet per day

**The Peabody Hotel Memphis will not assume any responsibility for the damage or loss of merchandise sent to the Hotel for storage**

### **Freight Elevator Dimensions**

#### **Peabody Grand Ballroom/Tennessee Exhibit Hall**

Door: 3'10" wide, 7' high  
Cab: 5'4" wide, 7'5" high, 7'1101," deep  
Weight Capacity: 4,000lbs.

#### **Hotel Service Elevator**

Door: 3'5" wide, 6'5" high, 6' 4.5" deep  
Weight Capacity: 2,500lbs.