



AUTOGRAPH COLLECTION®
HOTELS

For your shipping needs, the Davenport Grand Hotel offers a full-service Shipping and Receiving Department. The office hours are Monday-Friday, 8 am-5 pm. The Shipping Manager can be reached by calling 509-598-4328. The hotel charges \$5 per box and \$250 per crate and/or pallet delivered to the hotel. The hotel charges \$5 per box picked up at the conclusion of the conference and taken to the loading dock. Packages for function may be delivered to the hotel up to one week prior to the event/conference/convention and must be shipped out within five (5) days of the last day of conference. Any items left after five days (5) without shipping arrangements are subject to an additional fee. Arrangements must be made through your Catering/Event Manager for storage. Please note that the hotel storage facilities are extremely limited. Please do not ship valuables. We cannot be responsible for contents.

CONFERENCE NAME:

EVENT DATES:

CLIENT/GUEST NAME:

HOLD FOR ARRIVAL: (Arrival Date)

ATTENTION: Diego Anguiano

HOTEL NAME: The Davenport Grand Hotel

ADDRESS: 333 West Spokane Falls Blvd

CITY, STATE ZIP: SPOKANE, WA 99201

TELEPHONE NUMBER: 509.598-4328

FAX NUMBER: 509.789.6887

NUMBER OF PACKAGES IN THAT SHIPMENT:

We also recommend that you have a packing slip both inside and outside each package. Guests will be responsible for the packing and return of all packages.

No COD packages will be accepted. The Davenport Grand Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

SHIPPING FROM THE DAVENPORT GRAND HOTEL

The Davenport Grand Hotel utilizes Federal Express and UPS for our shipping needs. Should USPS be requested, postage must be pre-paid and on the box or item being shipped. For those packages that needed to be boxed or prepared by our Shipping Department, additional fees may apply depending upon what supplies are needed (tape, new boxes, envelope, packing material, etc.). FedEx and UPS shipping supplies are available free of charge. In all instances shipping labels must be completely filled out by the guest or they will not be shipped. UPS and FedEx deliver to the hotel around 9 am (Monday-Friday) and pick up outgoing packages every afternoon at 3 pm. (Times are subject to change.)

The Davenport Grand Hotel is not responsible for any items left behind. These items will be held for 30 days following the event. All arrangements for shipping and receiving must be arranged through your Catering Manager or Management contact.