



HOTEL DEL CORONADO
EST. 1888

Shipping, Receiving & Business Services



SHIPPING & RECEIVING

Stamps, certified and registered mail; shipping and packaging materials. Receiving and storage of all pre-shipped material. Drayage – Materials should not be shipped to arrive more than three (3) business days prior to the start of the conference. Package will be posted to the Group Master Account at the end of the group's stay.

GUEST EMAIL

Send guest emails to SANQQ_Mailroom@hoteldel.com. Please include the guest name in the subject line. The email will be printed out and handled as a fax.

TELEPHONE EXTENSION

The telephone number for our mail room is 619-522-8885.

LOAD IN/LOAD OUT TIMES

Deliveries and trucks for load-in and load-out for events are required to use the Hotel Loading Dock Area. The Loading Area is in direct proximity to guestrooms and thus in the interest of the comfort for all guests, the Loading Area hours are between 9am - 9pm only.

EXHIBITS

For exhibits larger than fifteen (15) displays/booths, arrangements for exhibit materials and drayage must be made with an off-property exhibit company for delivery on the contracted move-in day and removal on the contracted move-out day. The hotel will not accept any shipments from exhibitors when an outside exhibit/drayage company has been contracted. For exhibits less than fifteen displays/booths, a charge of \$125.00 per exhibit will apply.

SENDING YOUR MATERIALS

Please refer to drayage charges.

FEDEX BUSINESS CENTER

FedEx provides printing service, signage, binding, laminating, FedEx Shipping, stationery, computer access and fax services. There is 24 hour access for guests to use our copier, computers, printer and fax machine.

PRICING

There are two pricing structures, pre-event and onsite. Pre-event is a minimum of three (3) business days before a conference or move-in. With sufficient time we can bid projects, price match competitors' bids and provide offset produced catalogues, and programs.

HOURS OF OPERATION

Monday - Friday: 8:00 am – 5:00 pm

SELF-SERVICE COPIERS

Black and white 8 1/2" x 11": \$.20, Color 8 1/2" x 11": \$1.69

Please Note: Larger on-site orders are sometimes given quantity discounts when custom quoted behind the counter.

FULL SERVICE

Black and white 8 1/2" x 11": \$.23

Color 8 1/2" x 11": \$1.69, both on 24lb paper

Upgrade to 32lb paper, Black and white \$.30, Color \$1.89

FULL SERVICE - FAX

Receiving - \$1.49

Local - \$2.00 first page, additional page \$2.00

Long Distance: \$3.00 first page, \$2.00 additional page

International: \$10.00 first page, additional page \$4.00

COMPUTER WORKSTATIONS

Basic Workstation: \$.40 per minute

Black and white prints 8 1/2" x 11": \$.59, Color 8 1/2" x 11": \$1.99

Design Workstation: \$.55 per minute

Black and white prints 8 1/2" x 11": \$.59, Color 8 1/2" x 11": \$1.99

FEDEX SHIPMENTS & HANDLING FEES

All pre-made labels for ground shipping require a FedEx account number to cover handling fees.

(In Addition To Shipping Costs) 0 - 1 pound - No Charge,

1+ - 10 pounds - \$10.00, 10+ - 20 pounds - \$15.00

20+ - 30 pounds - \$20.00, 30+ pounds - \$25.00

Tax is additional. All prices are subject to change without notice.