

Shipping & Receiving

Shipping and Receiving

The hotel has shipping, receiving and handling services at the hotel, this is not a complimentary service please see your assigned event planner for current pricing. Please inform your event manager of any expected shipments. All packages / shipment should be labeled with the following:

Hotel Name/ Event Planner Name & Recipient if different
One West Wacker Drive
Chicago, IL 60601
Show Name
Show Dates
Booth Name/Number or Vendor information

Items should be scheduled to arrive the day before they need to be delivered to the end user. Storage fees will apply and any and all shipments that arrive more than 3 days prior to delivery to the guest the shipment are addressed to.

Items will not be delivered if without a signature of acceptance from the person the shipment is addressed to. Charges will be applied for both inbound and outbound items.

Shipping and Receiving Fees:

Free – Letters, Envelopes and packages less than 5 lbs.

\$7.00 each – Letters, box, package, other 6 – 20 lbs.

\$25.00 each – per box, crate, display, other 21- 50 lbs.

\$50.00 each – per box, crate, display, other 51 – 75 lbs.

\$75.00 each – per crate, display area, or oversized boxes 76 – 150 lbs.

\$150.00 each – per crate, display area, or oversized boxes/road box over 150 lbs.

\$250.00 each – skids/pallet (pallets must be self-contained and properly sealed)

STORAGE FEES

Charges apply to any/all material received more than 5 days before date of guest arrival.

\$25.00 per (100) pounds of weight per day for every day prior to the 5 day limit.

Example: Material received 8 days prior to the 5 day limit will incur this charge for 3 days of storage.

LOADING AND UNLOADING CHARGES

\$75.00 per man hour or any portion of an hour will apply if shipping & receiving is involved in the loading or unloading, either manually or by forklift/pallet jack, of any size truck or other conveyance.

Sign and Banner Hanging

All banners or signage hung from the ceiling or from pipe and drape is considered rigging. Sign and banner hanging is not a complimentary service. Rigging is an exclusive service of the Renaissance Chicago Downtown Hotel; please contact your assigned event manager or the audio visual department for pricing.

All requests to rig banners or signage should be sent to your assigned event manager in advance for pricing and approval.

Any banner or signage request to suspend above overhead and in public space must be constructed in a safe manner as to support its own weight and not cause a hazard for those passing beneath it. The Renaissance Chicago Downtown Hotel reserves the right to inspect and deny hanging banners or signage overhead if in the opinion of management it appears to be unsafe in any matter.

The Chicago Renaissance Downtown Hotel will make every effort to place and position banners and signage in the exact position designated by the meeting planner. Safety and capability may limit the placement options that are available.

Branding (Vinyl Clings)

if it is approved for a group to apply clings to the glass of the escalators. It will be approved if the group occupies the ballroom, Burnham, Root, and Discover.

There will be a fee of \$500 for this - \$250 in and \$250 out – as we will need to turn off the escalators for install and teardown.

We have a preferred vendor for this service. Please contact Event Management.

Vendor Load in and Load out

All vendors must load in and out at our loading dock on I west lower Wacker drive

No deliveries or unloading can be done at the front door to the hotel

Vendors will need to check in with security and will be given a guest pass to access the hotel and directions to elevators and banquet meeting space

There is no parking on lower Wacker, you will need to unload and then move your vehicle to secure parking.

Hotel parking is valet only; you may bring your vehicle to the front drive to be valet once you have unloaded at the dock.

Please ask your event manager for the valet parking prices for your event.

Directions to the Renaissance Chicago Hotel Loading Dock

From O'Hare Airport (I-190) or North (I-94)

If you are driving from O'Hare take I-190 to I-90

Take I-90 or I-94 East into Chicago (Kennedy Expwy)

Exit at Ohio Street, Ohio is one way going east.

Proceed to Clark Street. Turn right on Clark and proceed five blocks until you cross the bridge over the Chicago River.

The second street after the bridge is Lake Street; make a right onto Lake Street.

Halfway up the block on your left is a street named Garvey Court (between Clark Street and Dearborn Street).

Turn left onto Garvey Court.

Go one block to inner Lower Wacker Drive and turn right.

Proceed to I West Wacker Drive. Enter the building and check-in with Loss Prevention.

From the Southwest and Midway Airport

If you are driving from Midway Airport take Cicero Avenue north to I-55

Take I-55 (Stevenson Expwy) into Chicago

Exit at Lake Shore Drive heading north

Proceed to the Randolph St. exit

Randolph will take you west, proceed to LaSalle Street. (one block past Clark)

Make a right on LaSalle Street; proceed one block to Lake Street.

Turn right onto Lake Street.

One and a half blocks east on Lake Street (Lake Street is a one way street traveling east) on your left is a street named Garvey Court (between Clark Street and Dearborn Street).

Turn left onto Garvey Court.

Go one block to inner Lower Wacker Drive and turn right.

Proceed to I West Wacker Drive. Enter the building and check-in with Loss Prevention.

From the South

Take I-90/I-94 (Dan Ryan Expwy) into Chicago.

Exit at Washington Blvd (51C), which will take you east.

Proceed to LaSalle St. (one block past Wells Street)

Make a left on LaSalle Street; proceed two blocks to Lake Street.

Turn right onto Lake Street.

One and a half blocks east on Lake Street (Lake Street is a one way street traveling east) on your left is a street named Garvey Court (between Clark Street and Dearborn Street).

Turn left onto Garvey Court.

Go one block to inner Lower Wacker Drive and turn right.

Proceed to 1 West Wacker Drive. Enter the building and check-in with Loss Prevention.

From the West

Take I-290 (Eisenhower Expwy) East into Chicago.

I-290 becomes the Congress Parkway east of the I-90/I-94 interchange.

Make a left onto LaSalle St. (one block past Wells)

Proceed on LaSalle Street to Lake St.

Turn right onto Lake Street.

One and a half blocks east on Lake Street (Lake Street is a one way street traveling east) on your left is a street named Garvey Court (between Clark Street and Dearborn Street).

Turn left onto Garvey Court.

Go one block to inner Lower Wacker Drive and turn right.

Proceed to 1 West Wacker Drive. Enter the building and check-in with Loss Prevention.

Dock Dimensions

Dock Bay:

10'11" width

3'11" height

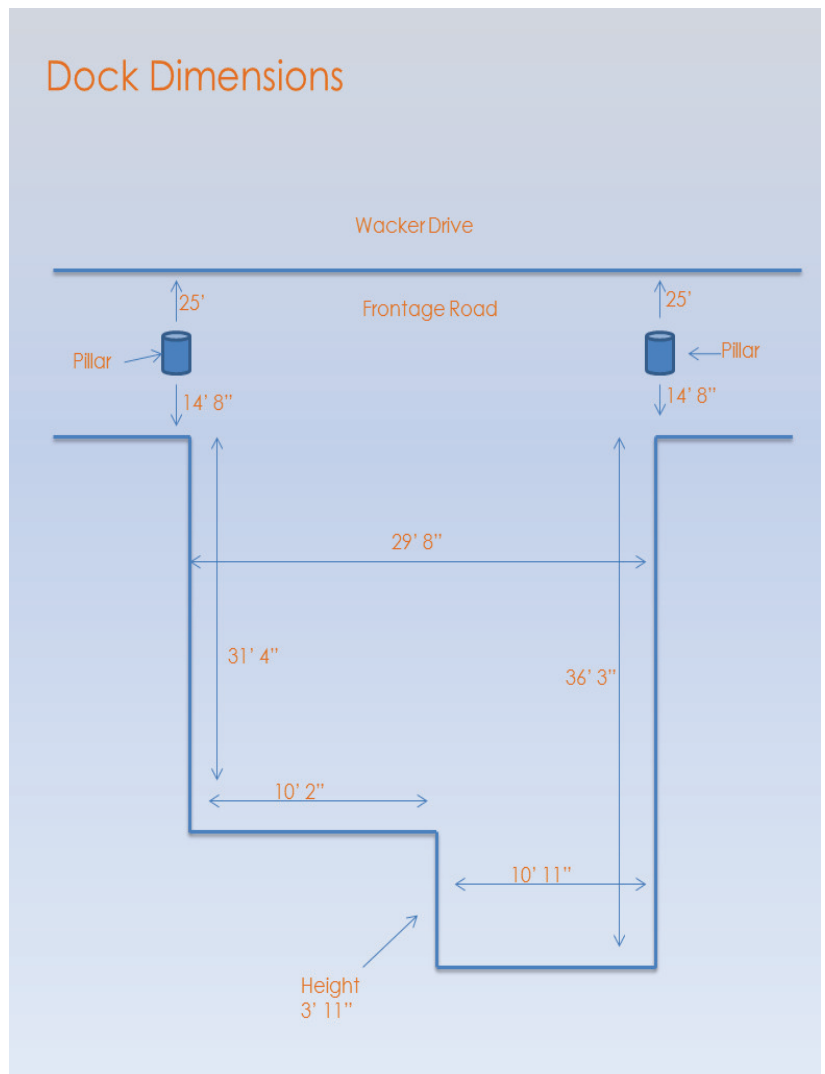
36'3" deep

Height for truck

12' 6"

Dock area entrance

29'8"



DOWNTOWN CHICAGO MOTORCOACH LOADING ZONES & PARKING LOCATIONS

Overnight Parking Area:

P McCormick Place Marshalling Yard
21st Street and Lake Shore Drive (Exit entrance on Moe Street)

Fenced, patrolled lot open 24 hours, 7 days a week, 365 days a year except during very large trade shows. \$20 per day with in/out privileges. Call (312) 808-3138 for more information. Parking lot attendant can provide taxi information for drivers returning to the downtown area.

Directions to McCormick Place Truck Marshalling Yard

From North of 31st Street
South on Lake Shore Drive. Exit at 31st Street. Turn right on Moe Street, following the signs to McCormick Place Truck Marshalling Yard.

From South of 31st Street
North on Lake Shore Drive. Exit at 31st Street. Turn left, going over Lake Shore Drive. Turn right on Moe Street, following the signs to the McCormick Place Truck Marshalling Yard. (This is the first available right turn immediately after going over Lake Shore Drive)

Motorcoach Loading Zones

Standing for longer than 15 minutes or parking is not allowed at the following loading zones:

- 1 CLARK STREET-1635 North
•Chicago History Museum
- 2 CHICAGO AVENUE-200 East
•Chicago Water Works Information Center
•Drury Lane Theatre at Water Tower Place
•The Hancock Observatory
•Lookingglass Theatre
•The Magnificent Mile™
•Museum of Contemporary Art
- 3 BUSH STREET-701 North
•The Magnificent Mile™
•Loyola University Museum of Art
- 4 WABASH AVENUE
Between Grand Avenue and Illinois Street
•The Magnificent Mile™
•McCormick Tribune Freedom Museum
- 5 WELLS STREET-630 North
•River North Entertainment District
- 6 OHIO STREET-40 West
•River North Entertainment District
- 7 STREETER DRIVE-588 East
•Navy Pier
- 8 RANDOLPH STREET- 150 West
(Open to all vehicle loading)
•Cadillac Palace Theatre
- 9 CLARK STREET-150 North
•City Hall
•Daley Center & The Picasso
•James R. Thompson Center
(State of Illinois Building)
- 10 DEARBORN STREET- 165 North
•Chicago Cultural Center/Visitor Information Center
•The Chicago Theatre
•Ford Center for the Performing Arts/Oriental Theatre
•The Goodman Theatre
•State Street Shopping
- 11 Upper Randolph St.-at Stetson
(By the Bike Station)
•Chicago Cultural Center
•The Harris Theater for Music and Dance
•Millennium Park
•Millennium Park Welcome Center
- 12 MONROE STREET-22 West
•The LaSalle Bank Theatre (formerly The Student Theatre)
- 13 COLUMBUS DRIVE-100 South
•The Art Institute of Chicago
•Buckingham Fountain
•Grant Park
- 14 WACKER DRIVE-230 South
•Sears Tower Skydeck
- 15 SOLIDARITY DRIVE-700 East
•M Adler Planetarium and Astronomy Museum
•The Field Museum
•John G. Shedd Aquarium
•Northerly Island/Charter One Pavilion
•Soldier Field

FREE Motorcoach On-Street Day Parking (as available)

- 1 CANAL STREET- 1200 South (except Sundays)
Parking available only on the east side of Canal Street, south of Roosevelt Road
- 2 FRANKLIN STREET-420 South
- 3 CLYBOURN AVENUE-at Division Street
- 4 ELSTON AVENUE-between Potomac Avenue and Le Moyne Street on the west side of the street and between Potomac Avenue and Blackhawk Street on the east side of street

