

# DAVENPORT HOTELS

DAVENPORT HOTEL • THE LOUIE • TOWER • GRAND • THE CENTENNIAL

The Centennial Hotel's Shipping and Receiving Department operating hours are Monday – Friday, 8AM – 4:30PM. The Shipping and Receiving Office is located on the hotel loading dock and can be contacted at 509-777-6692.

**NAME / COMPANY NAME:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_

**DATES OF EVENT:** \_\_\_\_\_

**TABLE / BOOTH NUMBER (if assigned):** \_\_\_\_\_

**ON-SITE CONTACT:** \_\_\_\_\_

**NUMBER OF PACKAGES/PALLETS:** \_\_\_\_\_

## **STORAGE, HANDLING AND DELIVERY FEES**

0-5lbs	Free
6-25lbs	\$10
26-50lbs	\$15
51-75lbs	\$20
76-99lbs	\$30
100+lbs	\$50
Pallet	\$50

All transactions are priced per package and subject to applicable tax.

## **LABELING REQUIREMENTS**

The Centennial Hotel  
303 W North River Drive  
SPOKANE, WA 99201

**“NUMBER OF PACKAGES IN SHIPMENT”**

**“GUEST NAME & PHONE NUMBER”**

**“EVENT NAME AND DATES”**

We also recommend that you bring a return packing slip for each package. Guests will be responsible for the packing and labeling of all packages.

The hotel uses Federal Express (FedEx) and United Parcel Service (UPS) for all outbound shipments.

To avoid delays, ensure shipping labels and documents are fully completed. Guests can contact Shipping & Receiving for assistance.

The hotel does not accept COD (Cash on Delivery) packages without full payment arranged in advance.

**DELIVERY TIMEFRAME**

Packages should arrive at the hotel no more than 3 days prior to the guest's arrival due to limited storage space.

Exceptions must be approved by the Shipping and Receiving Supervisor:

Aaron Tuck

Email: [atuck@thedavenporthotel.com](mailto:atuck@thedavenporthotel.com)

Tel: (509) 789-6805

**PAYMENT:**

Package Handling / Storage fee charges are to be charged as follows:

- ☐ Guest Room
  - Name of Guest / Confirmation number required \_\_\_\_\_
- ☐ Credit Card (electronic authorization and payment will be sent electronically to the email listed above)
- ☐ Group Master Account (approval needed from group contact)

**GUEST SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

Please return this form to the Shipping and Receiving Department and Event Planning Manager. Please notify us of expected delivery dates and quantities of packages by email.

[centennialshipping@thedavenporthotel.com](mailto:centennialshipping@thedavenporthotel.com)

[ehunt@thedavenporthotel.com](mailto:ehunt@thedavenporthotel.com)

This completed form and payment is required prior to receiving packages. Thank you.