



MILLENNIUM HOTEL COMPLEX  
200 S. 4<sup>TH</sup> STREET  
ST. LOUIS, MISSOURI 63112  
(314) 241-9500

**Millennium Hotel – St. Louis  
Package Procedures Receiving**

The hours for receiving convention freight are as follows:

**Monday – Friday**                      **7:00am – 4:00pm**  
**Saturday**                                **7:00am – 1:30pm**

All incoming packages for meeting must be addressed as follows:

**Group Name, Guest Name, Date of Arrival  
Show Name, and Convention/Catering Manager  
Millennium Hotel St. Louis  
200 South Fourth Street  
St. Louis, Missouri 63102  
314-241-9500**

Items can be shipped to the hotel for arrival no more than two (2) days prior to the event start date. Any items arriving prior to two (2) days will be charged a holding fee in addition to handling charges.

Packages can be delivered to meeting rooms by making arrangements with the Convention Services/Catering Manager prior to the date. Convention Services/Catering Managers must be notified of all freight handled by a different company other than Federal Express or UPS.

**Outgoing packages/shipments** – Packages being returned to a company or individual following their convention/function will be handled by The Business Center per instruction on the request for freight shipment form. This must be filled out completely with shipping address and billing information. Packages will not be sent without the proper form signed. All outgoing shipments are to be delivered to the loading dock, or picked up at the Business Center by Fed-Ex or UPS. Guests/clients wishing to use their account number must provide a preprinted carriers form with account number. Hotel address is never to be used as a return address on non-hotel business shipment.

**Outgoing Package Hours:**

**UPS**                      **Monday – Friday**                      **6:30am –4:00pm (to go out same day)**  
**Fed-EX**                      **Monday – Friday**                      **6:30am –4:00pm (to go out same day)**

**Millennium Hotel – St. Louis  
Shipping and Receiving Services and Prices**

Millennium Hotel – St. Louis  
200 South 4<sup>th</sup> Street  
St. Louis, Missouri 63102  
314-241-9500

Group Name:  
Attn: Guest Name  
CS/Catering Manager  
Date of Convention

Deliver to:  
For delivery, guest must sign for charges. (i.e. guest required to show a picture ID to accept the packages)

**RECEIVING**

Inbound Packages	First five (5) packages are free	
Inbound Packages	1 – 20 LBS	\$5.00 each
Inbound Packages	21 – 100 LBS	\$10.00 each
Inbound Packages	extended holding	\$5.00 to \$10.00 per package per day after 2 <sup>nd</sup> day
Inbound Pallets		\$55.00 each holding for 2 days
Inbound Pallets	extended holding	\$45.00 per pallet per day after 2 <sup>nd</sup> day
Pallet Jack Rental	(manual only)	\$45.00 per hour (1 hour minimum)

**OUTGOING**

Carrier pickup Monday – Friday

Carrier offered: (Guests wishing to use their account numbers, must provide preprinted carrier form with account numbers. The address of the hotel should never be used as a return address on guest packages.)

UPS	(preferred method of shipping)	last service 4:00pm
Federal Express		last service at 4:00pm

**ALL PAYMENT MUST BE RECEIVED BEFORE PACKAGES ARE SHIPPED  
(i.e., Cash, Credit Card or Room Charge)**

Outbound packages	1 – 20 LBS	\$5.00 each per day	(plus shipping charges)
Outbound packages	21 – 100 LBS	\$10.00 each per day	(plus shipping charges)
International outgoing	1 - 20 LBS	\$10.00 each per day	(plus shipping charges)
International outgoing	21 – 100 LBS	\$20.00 each per day	(plus shipping charges)
Outgoing Pallets (palletized)		\$45.00 each per day	

**PACKING BOXES**

1 – 20 LBS	additional	\$10.00 per box
20 – 100 LBS	additional	\$20.00 per box