



CROWNE PLAZA®

ST. PAUL - RIVERFRONT

THE PLACE TO MEET.

Packages Receiving

Any materials/packages shipped to the hotel may not arrive earlier than two (2) days prior to your event, and must be removed within two (2) days after the event. All materials/packages must include:

1. Name of the group or event
2. On-Site Contact Receiving Package
3. Dates of the event
4. The Hotel will not accept packages on a "COD" basis

Please ship the materials/packages to:

Crowne Plaza St. Paul Riverfront
11 East Kellogg Boulevard
St. Paul, MN 55101

A receiving fee of \$5.00 per package/and or \$60.00 per pallet will be assessed.

Packages Shipping

The location for shipping out of the hotel is located next to the package room at the loading dock. Companies who regularly pick up:

- UPS picks up between 3pm-5pm daily
- Fed Ex will not pick up unless an order has been called in
- We will deliver your package to the shipping area provided the following procedures are in compliance.
 1. Completing and attaching the proper shipping label and billing information
 2. Calling the shipper to arrange for pickup
 3. A contact name and phone number on the package so we can call if the package is not picked up in 7 days

Loading Dock/Freight Elevator

The dock is located on Cedar Street, the East side of the Hotel. One bay, 11' wide and 38' long, dock height is 2' 6". The height restriction into the building is 6' 8". One freight elevator located off the dock, maximum of 10,000 pound load with dimensions of 9' 6" by 12'.