



Package Information

Name: _____

Phone Number: _____

Email Address: _____

Company Name: _____

Number of boxes: _____

Shipping Information

All materials MUST be labeled with the below information. Boxes will only be accepted 72 hours prior to the meeting start date, with arrangements made with the shipping company to deliver materials into the Hotel interior. All materials shipped out of the Hotel must be prearranged with the shipping company. Renaissance Hotel is not responsible for scheduling pick-ups, nor will the hotel assume any liability for any damages to materials or lost packages. The Renaissance Asheville Hotel will assess a handling fee of \$3.50 per box and on boxes stored more than seventy-two (72) hours, or for any boxes in excess of fifty (50) pounds. Outgoing shipping will be assessing a handling fee of \$3.50 per box in addition to actual shipping charges. All outgoing packages will need to be pre-scheduled by the contact prior to handing it to Front Desk. These charges apply to ALL exhibitors.

Example of how to address:

Contact Name:

Group Name:

Contact Phone Number:

31 Woodfin Street, Asheville NC 28801

Audio Visual Information

The Renaissance Asheville Hotel requires that you use our in-house Audio/Visual Company for any of your A/V needs. Our in-house company can provide your equipment needs on a rental basis with charges billed directly to you. Electrical power can be made available upon request. Any equipment owned by contact, is subject to a \$50 sound patch fee and \$50 power patch fee per room. For any questions on pricing please reach out to the Kenneth Ratcliffe at kratcliffe@dobil.com.

Allison Underkofler | Catering/Event Manager

o. (828) 210.3013 c. (828) 999. 8249 | f. (828) 254.1374

Renaissance Asheville Downtown Hotel

31 Woodfin Street, Asheville NC 28801