

Frisco Embassy Suites

Shipping & Receiving

All incoming packages should be addressed to your name and marked with the company's name and date of your conference.

Your Name

Group/Event Name

Conference Date

7600 John Q. Hammons Dr.

Frisco, TX 75034

of boxes (i.E. 1 of 2, 2 of 2, etc...)

holding & shipping fees/policies

Boxes left on the premises for longer than 30 days after departure without shipping instructions will be discarded.

drayage – incoming **(per day)**

| | |
|-----------------------------|----------------|
| packages < 20 lbs | \$5 ea |
| packages > 21 lbs | \$10 ea |
| pallets | \$100 ea |
| forklift & operator, as req | \$100 per item |

drayage – shipping

| | |
|-------------------|----------|
| packages < 20 lbs | \$5 ea |
| packages > 21 lbs | \$10 ea |
| pallets | \$100 ea |

hours & instruction

All incoming shipments must be tracked and picked up from the business center by the recipient. If you would like your shipment delivered to you, you must notify our **business center supervisor via email (megan.coates@jqh.com) or phone ((972)624-7059.)** If you would like to ship a package through the business center, we will gladly accommodate you between 8:30 AM and 5 PM Monday – Friday (hours may vary,) however, please have your own shipping labels attached to your package and be prepared to call in your shipment so that FedEx/UPS knows it is ready for pick-up! If you would like to handle all of your shipping needs through the business center account, we are able to do so, but there will be additional fees to cover the shipping expenses as well as the pick-up fee that will be placed on our account. Please also note that shipping tape is not free; if needed and you do not supply your own it will need to be purchased if you would like to use our services.

after-hours shipping

If you need to ship a package after 5 PM or on the weekends, the closest FedEx and UPS locations are listed below, or feel free to speak with our staff about after hours shipping attendant packages. You are welcome to leave your package after hours for shipping, however, if your package is NOT shipped through the business center, you are leaving it at your own risk; we do not have a shipping specialist to advise you, the package cannot be documented in our log and may not be stored in our locked storage area, and no member of the hotel staff shall be responsible for it. Packages left unattended are in no way the responsibility of the hotel staff.

FedEx: (24 Hrs)
1(800)463-3339
8290 Texas 121
Frisco, TX 75034

UPS: (8 AM - 6:30 PM)
1(800)742-5877
4760 Preston Rd. #244
Frisco, TX 75034