



**THE PLACE TO MEET.**

**Crowne Plaza San Antonio Riverwalk**  
111 East Pecan Street  
San Antonio, Texas 78205  
*Tel:* 210-354-2800  
*Fax:* 210-362-6444  
[www.crowneplaza.com/sariverwalk](http://www.crowneplaza.com/sariverwalk)

### **SHIPPING & RECEIVING GUIDELINES**

#### **SHIPPING**

All shipping of packages from Crowne Plaza Riverwalk San Antonio to your destination must go through the decorating company or pre-arranged with the Receiving Department. Please contact them prior to the date expected to ship.

Packages **will not** be shipped out if left with Guest Services/Concierge/Banquets, or Front Desk.

#### **RECEIVING**

- Letter Package = no charge
- Parcels (1 lb -10 lbs) = \$5.00
- Parcels (11 lbs -25 lbs) = \$10.00
- Parcels (over 25 lbs / trunks) = \$25.00
- Crates (0 - 200 lbs) = \$20.00 per crate, over 200 lbs - an additional \$10.00 per 100 lbs
- Pallets (Not to exceed 1000 lbs) = \$75.00
- Pallets larger than 1000 lbs WILL NOT be accepted at the hotel.

Pallets must be shipped through the Decorating/Drayage Company, or pre-arranged through the Director of Purchasing.

The **Meeting Planner** will receive their first (10) boxes at no charge.

To ensure you and your guests will receive their packages in a timely matter; here are a few guidelines to follow:

- Packages received more than (3) calendar days before date of guest pick up will be charged \$25.00 per every one hundred pounds, per day, everyday prior and post to the (3) day limit.
- All packages can be retrieved by calling the purchasing Department at ext. 6423 during receiving hours. You must be present and sign for all boxes delivered. Payment arrangements will also be made at this time. Boxes will not automatically be placed in your booth. For package retrieval after hours or on Sundays, prior arrangements are required. All freight addressed to the decorating company can only be received when the decorating company is on property and an individual can sign for them.
- All incoming packages for your convention should be addressed to Crowne Plaza Riverwalk San Antonio, the name of the person who will claim the package, and the name of the convention.
- There is a \$20.00 / hr or any portion of a hr / per man charge when shipping and receiving staff is involved in the unloading / loading or any excessive delivery time. Arrangements for bulk amount items must be made in advance with the Director of Purchasing to ensure delivery time.

**General Receiving Hours:**  
Monday – Friday: 6:30 am - 4:00 pm  
Saturday: 7:30 am - 12:00 noon



*Epsilon Sigma Alpha International*  
*San Antonio, Texas*  
*July 12-19, 2009*

**PUT YOUR STATE OR CHAPTER  
IN PRINT!!**

We are getting ready to start selling ads for the Program Book for the 2009 International Convention.

We would love to highlight your state or your chapter with a special message to those in attendance. Perhaps you have a special person you would like to honor - we cannot process candidates promotions - or brag a little bit about your chapter.

Well, that opportunity is available for a small fee. Prices for advertising are as follows:

**FULL PAGE - \$100.00**

**HALF PAGE - \$50.00**

**QUARTER PAGE - \$25.00**

**BUSINESS CARD SIZE - \$ 12.50**

You can also advertise your business and photos can be used. Black and white would be appreciated. Send you completed ad with drawing, wording, photos, etc., and your checks - made out to **2009 ESA International Convention.**

Mail to: Linda Bomar  
298 West Rosson Road  
Little Elm, TX 75068

Liz White  
1405 CR 118B  
Burnet, TX 78611