

# PENFIELD'S Office and Gift Shop

**Hours of Operation**  
Monday thru Friday, 7:00 am – 9:00 pm | Saturday & Sunday, 8:00 am – 6:00 pm

## Shipping Instructions

Please label boxes/packages as example below:

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Shipper  
Return Address  
Senders Contact Number

Sheraton Dallas Hotel  
Attn: Whomever is receiving the package  
400 N. Olive St.  
Dallas, TX 75201  
RE: Conference name  
c/o Meeting & Event Manager

Package  
# of #

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Boxes/materials shipped to the hotel will be stored for 3 days pre or post show. If you require additional days storage please note that there is a per piece fee of \$5.00 per box and \$25.00 per pallet. The Business Center (Penfield's) will take them directly to the room you designate. The charges for handling all of these materials are listed below. Please note this is a per piece fee.

If you need to make special arrangements or would like information on Penfield's Logistic Solutions, please contact Penfield's Business Center at 214-303-4141 or [penfields4@penfields.com](mailto:penfields4@penfields.com)

You may view more information online at <http://penfields.com/services>