



# ADDITIONAL SERVICES

## AMENITY BAGS

**Generic** gift bags (up to 25) are complimentary distributed to guests at check in

*Additional bags billed at \$1.00 each*

**Personalized** gift bags (up to 25) distributed at check in are billed at \$1 per bag

*Additional bags billed at \$2.00 each*

**Delivered to Guestrooms** Generic gift bags are billed at \$3 per bag

Personalized gift bags are billed at \$4 per bag

## PORTERAGE

Any luggage that is to be handled by the Hotel staff will be billed \$4 one way or \$7 round trip, per person.

## COPY AND PRINT SERVICES

Color copies are billed at \$0.50 per copy. Black and white copies are billed at \$5.00 per 50 copies.

## SHIPPING AND HANDLING

Any materials shipped to the Sheraton Ann Arbor Hotel should not arrive earlier than 72 hours prior to the function and may not remain on the property longer than two days after the completion of the function or additional fees may be assessed. Any materials that arrive prior to 72 hours before the event, a \$5 per day storage fee will be charged. For each box delivered to your event space or removed, there will be a \$3 per box charge or \$25 per every 50 pounds. All material **MUST** have the name of the group and be addressed to the Catering or Convention Services Manager handling your event details with shipping charges paid by the group. Client is responsible for any shipping of packages from the hotel after their function. A delivery charge will not be assessed for any overnight envelopes. Pallets will be delivered at a fee of \$25 for every 50 pounds and must be specified for indoor delivery. Should you require a dedicated Sheraton Ann Arbor employee for the delivery of boxes there will be a charge of \$35 per hour, per employee. Each dedicated employee must be arranged 72 business hours prior to the function and a three hour minimum labor fee will be charged

## INTERNET

Hardwired internet can be provided for a fee of \$50 per day with up to five connections

For more information contact the Sales office: 734 929 3402

\*All prices are subject to prevailing service charge and applicable sales taxes\*

\* Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs or unpasteurized milk may increase your risk of food-borne illness. Any guest consuming alcohol must be of legal drinking age.

©2015 Starwood Hotels & Resorts Worldwide, Inc. All Rights Reserved. Sheraton and its logos are the trademarks of Starwood Hotels & Resorts Worldwide, Inc., or its affiliates.