



Stockyard Stations Event Vendor Guide

SHIPPING / DELIVERY

All delivery schedules must be coordinated through the Events Department a minimum of 2 weeks prior to arrival. Unscheduled deliveries at the loading dock will be turned away.

Please direct all deliveries to:

Hotel Drover

Hold for Stockyard Stations (list name and date of event)

200 Mule Alley

Fort Worth, TX 76164

817-755-5557

Vendor Shipping Instructions

Packages for meetings may be delivered to the hotel no more than five (5) working days prior to the date of the function. The hotel must approve packages or materials of excessive weight or value for receipt prior to shipping. The following information must be included on all packages to ensure proper delivery:

- Name of Organization or Convention
- Guest or Vendor Name
- Attention Catering Manager (Kyla Self)
- Date of Function
- Number of Boxes being shipped (example: Box 1 of 6)

Box storage / Handling / Placement fees

Fees for all boxes processed by our Procurement Department

- \$5.00 per box, incoming and \$5.00 outgoing handling charge
- Each pallet or crate delivered to the Hotel is subject to a \$125.00 handling charge.

Stockyard Stations

140 E. Exchange Avenue ,Fort Worth, TX 76164 | 682-255-6482 |
sales@stockyardsevents.com



January 2023



TRANSFER PROCEDURE:

Hotel Drover nor Stockyard Station/ Fort Worth Heritage Entertainment LLC is responsible for damaged or lost property. Items will be transferred to the appropriate event space located at Stockyard Stations at no additional charge to the client, this includes Stampede Room, Stockman's Club, Lonestar and Heritage.

PARKING:

Parking is available complimentary on a first come first served basis. Parking codes are provided to the event contact. It is the client's responsibility to share that code with vendors prior to arrival. If a vendor arrives without a parking code or does not park in designated areas, they are subject to parking code enforcement.

POLICIES TO KEEP IN MIND:

- Delivery vehicles must be moved as soon as they are empty. Vehicles cannot be left on property overnight.
- An excessive clean up fee of up to \$1,000 will be charged should there be any items proving to be excessively difficult to remove.
- Nothing may be affixed to or hung from the walls, ceilings, furniture, low lying pipes or fixtures or any other property unless approval is given by the Sales Manager of FWHE. In the event any of the foregoing is done without authorization, the cost of any repair and /or replacement of damaged property will be paid by Client.
- FWHE does not assume liability for any items left, lost or stolen during or after an event including third party rental items.

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