

**Shipping Form**

**For assistance please contact:**

**Loss Prevention**

**Email:** houjwlossprevention@marriott.com

**Shipping Contact:** **Cell** 832-519-4642 or 832-507-3879

**Name on Delivery: ­­­­­­­­­­­­­­­­­­­****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Booth Number: \_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How Many Packages are being shipped: \_\_\_\_\_\_\_\_\_\_\_\_**

**Guest Room Number: \_\_\_\_\_\_\_\_\_**

**Payment (Circle One): Charge Group folio - Charge to room - Separate Payment**

Please be advised that your exhibit materials should be shipped to the hotel no earlier than 3 days prior to your show move-in date. If your shipment arrives before this date, you will incur additional storage fees.

Labor charges will apply for all **incoming and outgoing** shipments as listed below. Your materials will be delivered to your booth during exhibition setup.

**Pricing for Guests, Exhibitors, Vendors or Other Ballroom, Meeting Room or Convention Center Events**

|  |  |
| --- | --- |
| **Description** | **Cost** |
| Envelopes/Letters | $6 Per Envelope/Letter |
| Packages 0-25 lbs | $15 Per Package |
| Packages 26-50 lbs | $35 Per Package |
| Packages 51-75 lbs | $45 Per Package |
| Packages 75 lbs and up | $75 Per Package |
| Pallet | $150 Per Pallet |
| Crate | $250 Per Crate |

 **\*Each cost is per incoming**

**Loading & Unloading**

The hotel cannot be responsible or held liable for any packages that are damaged during the delivery process from the courier.

**Storage Fees**

Charges apply to any/all material received more than 3 calendar days prior to the addressee arrival, as well as items stored up to 3 calendar days after the last day of the addressee departure. **A fee of $10.00 per day will be accessed for each day prior to or after the 3-day limit. ANY boxes stored past 30 days will be considered as lost and found and will adhere to the JW Marriott lost and found process.**