

PACKAGE SHIPMENT LABEL

Return Address



1535 Broadway, New York, NY 10036 (212) 398-1900

ALL OF THE LISTED INFORMATION TO THE LEFT MUST BE CLEARLY OUTLINED ON ALL PACKAGES. YOU MAY PHOTOCOPY THIS FORM AS YOUR MAILING LABEL.

←
THANK YOU!

Hotel Contact & Phone#: _____
Event Name: _____
Event Date(s): _____
Name of Meeting Room: _____
Date & Time Items to be delivered to meeting room: _____

PACKAGE INFORMATION

Name: _____
Phone: _____
Fax: _____
Email: _____

Number of Boxes _____
Total Weight _____
Tracking Number(s) _____

Additional Notes or Comments:

Receiving and Delivery Handling Fee:

- All packages weighing up to 20 pounds are subject to a \$20.00 service delivery fee. Packages weighing over 20 pounds are subject to \$1.00/pound service delivery fee.
- Pallet delivery is subject to a \$75.00/pallet service delivery fee.
- * Due to limited storage space, we request that shipments NOT arrive any earlier than three (3) days prior to arrival.

Ship Out Handling Fee:

- \$10.00/box and \$20.00/case for FedEx, UPS, Airborne Express and all other carriers.
- Pallets are subject to \$75.00/pallet.
- * Stored packages must be picked up within 24 hours after drop-off. Packages not collected within 24 hours are subject to a \$75.00 storage fee.
- * The New York Marriott Marquis will not be responsible for items left unattended.

METHOD OF PAYMENT

AMEX Visa MasterCard Discover Diner's Club Other

Card #: _____ Exp. Date: _____

Cardholder: _____

Signature: _____

Total to be charged to credit card
\$ _____

FAX YOUR COMPLETED FORM TO 212-704-8854

All pricing is subject to change. Current pricing effective 7/11/2009.