

## *Distribution Policy & Pricing Information*

- All items are priced on a per item bases. Anything outside of a bound publication or newspaper such as a flyer, brochure, post card, etc., will be considered a separate item.
- Items placed in a bag or basket may be considered a bulk item. Bulk items are subject to an additional charge.
- Price for large or intricate items may vary upon the size or intricacy of the items to be distributed.
- Items that require set-up, such as names that must be sorted by room number will be subject to an additional charge.
- Due to room sound proofing barriers, we may be unable to slide items under the door.

<b>Outside Guest Rooms:</b>	<b>\$1.50 per item</b>
<b>Under Guest Door:</b>	<b>\$1.75 per item</b>
<b>Inside Guest Room:</b>	<b>\$2.25 per item</b>
<b>Bulk Items:</b>	<b>\$3.00 per item</b>
<b>Additional Bulk Items</b>	<b>\$0.50 per item</b>
<b>Set-up/Assembly:</b>	<b>\$0.50 per item</b>



### SHIPPING INFORMATION



- Please ship all items to the hotel address attention: **BELLCAPTAIN – Distributions**
- Hotel address: **New York Marriott Marquis  
1535 Broadway  
New York, NY 10036**
- Hotel telephone/fax: **212.398.1900 ext. 6441 - fax 212.704.8930**
- All materials should be received at least 3 days prior to the distribution, unless printed the day before the distribution (i.e. convention daily)
- We are not responsible for incorrectly addressed shipments.







### PAYMENT







- Payment must be received three days prior to distribution date.
- Payment is based on room block one week prior to distribution.



## *New York Marriott Marquis Distribution Information*

 GROUP INFORMATION 	
Name of Group items are being distributed to:	_____
Number of rooms blocked for this group:	_____

 DELIVERY SPECIFICATIONS 	
What type of item is being distributed?	_____
Day and Date of distribution:	_____
Specific time of distribution:	_____
Are items to be delivered inside, outside or under the door?	_____
What should be done with leftover materials?	_____

 SHIPPING INFORMATION 	
When are the items due to arrive?	_____
How will the items be shipped (i.e. FedEx, UPS, Airborne, etc.)?	_____

 PAYMENT METHOD 	
<input type="checkbox"/> Company Check	<input type="checkbox"/> Room Charge (Room #) _____
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
<input type="checkbox"/> American Express	<input type="checkbox"/> Master Account (Number) _____
<input type="checkbox"/> Other	_____
Credit Card Number: _____	Exp. Date _____
Printed Name of card holder: _____	
Authorized Signature: _____	

 YOUR INFORMATION 	
Name:	_____
Company Name:	_____
Phone Number:	_____
Fax Number:	_____
Other Phone Number:	_____
Email Address:	_____
Time Zone:	_____

***Please fax this form to (212) 704-8930, attention Bell Captain.  
To complete the information via email, contact [John.Fowler@marriott.com](mailto:John.Fowler@marriott.com) or  
[Michael.Berinto@marriott.com](mailto:Michael.Berinto@marriott.com).***