

PACKAGE SHIPMENT LABEL

******PLEASE COMPLETE ALL INFO BELOW TO ENSURE PROPER HANDLING AND DELIVERY OF YOUR SHIPMENT ******

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.

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

PACKAGE INFORMATION

THANK YOU!

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

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

Additional Notes or Comments:

Receiving and Delivery Handling Fee:

- All packages weighing 5 pounds and up are subject to a fee of \$1.00 per pound
- Pallet delivery is subject to a \$75.00 per pallet service delivery fee plus \$1.00 per lbs.
- * 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 per box and \$20.00 per case for FedEx, UPS, Airborne Express and all other carriers.
- Pallets are subject to \$75.00 per 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 per day.
- * The New York Marriott Marquis will not be responsible for items left unattended.

METHOD OF PAYMENT

CARD TYPE _____ CARD # _____ EXP DATE _____
 CARD HOLDER _____
 SIGNATURE _____

Total to be charged to credit card
 \$ _____

**FAX YOUR COMPLETED FORM TO 212-930-7642
 Phone 212-704-8936**

Package Delivery Drop-off hours are Monday-Friday 6am-9pm and Saturday-Sunday 6am-7pm.
 Loading Dock is CLOSED Wednesday's and Saturday's 1-5pm due to the theater district traffic.