



MARRIOTT  
NEW YORK  
BROOKLYN BRIDGE

333 Adams Street  
Brooklyn, NY 11201

718-246-7000



# EVENT SHIPPING



## Package Guidelines

The following information must be clearly labeled on all packages. Please provide your Event Manager with the method of delivery and all tacking numbers.

On-Site Contact:

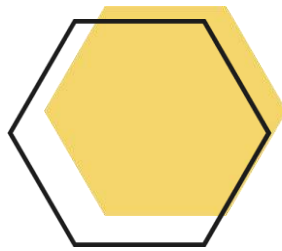
Group Name:

Event Manager:

Meeting Dates:

# of Boxes (ex. 1 of 5):

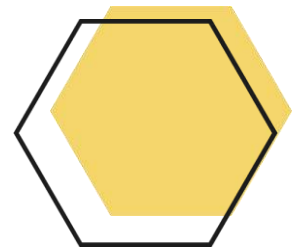
Weight:



## Storage

Due to limited storage space, we request that shipments **do not** arrive any earlier than (3) days prior to the group's arrival.

Packages stored must be picked up within 24 hours. Packages shipped prior to the three days of the event are subject to \$25.00 storage fee per day. The same will apply to boxes not collected within 48 hours following the event.



## Incoming & Outgoing Price Fee per Box

Under 50lbs .....	\$10.00
Over 50lbs .....	\$20.00
Oversized .....	\$25.00
Display Cases .....	\$35.00
Shrink Wrapped Pallet .....	\$100.00
Crates Under 150lbs .....	\$100.00
Crates over 150lbs .....	\$150.00

All prices are subject to an 8.875% Sales Tax.



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# CLIENT INFORMATION

Please ensure packages are addressed to the contact physically receiving them at the hotel, not the Event Manager.

Contact Name: \_\_\_\_\_

\_\_\_\_\_

Contact Phone #: \_\_\_\_\_

\_\_\_\_\_

Company Name \_\_\_\_\_

\_\_\_\_\_

On-Site Contact: \_\_\_\_\_

\_\_\_\_\_

Return Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Name: \_\_\_\_\_

\_\_\_\_\_

Event Dates: \_\_\_\_\_

\_\_\_\_\_

Number of Boxes: \_\_\_\_\_

**\*\* IMPORTANT DELIVERY INFO \*\***

Trucking/Freight Company: \_\_\_\_\_

\_\_\_\_\_

Inside or Dock Delivery? \_\_\_\_\_

\_\_\_\_\_

Expected Delivery Date & Time: \_\_\_\_\_

*Trucks MUST have a lift gate—shallow dock 8ft; hotel staff cannot board trucks—driver/assistant responsible to load/unload trucks.*