# SHIPPING AND RECEIVING INFORMATION

Dear Meeting Planners,

Please reference the following information regarding having materials shipped to and from the San Francisco Marriott Marquis.

To ensure proper processing of all shipment, all packages and freight deliveries sent to the hotel must be addressed as follows: **(\*\*NOTE: Please DO NOT have shipments addressed to your Event Manager\*\*)**

Attention:

San Francisco Marriott Marquis

Client Name (Name of Event/Meeting)

780 Mission St.

 San Francisco, CA 94103

* All freight shipped to the hotel must be pre-paid. Due to limited space for storage in the Hotel, all shipments should arrive no more than 3 days prior to the start of your meeting/event. Any shipment received & stored 4 days or more will incur additional incremental fees for time in storage.
* Boxes must be numbered “1 of 6”, “2 of 6”, “3 of 6”, etc. This is to check whether incomplete shipments are received so we can notify the addressee. Remember to indicate on the outside of the box any content description (‘Name Badges’, ‘Binders’, ‘Registration Materials’, etc).
* **Make sure that you hold on to your tracking numbers**. This will make it easier to trace all incoming shipments when you arrive at the Hotel.
* Notify your Event Manager the number of packages being sent to the hotel, method of shipping courier, and delivery date(s).
* Tradeshow exhibitor's equipment, crates and boxes, must be shipped to your official drayage contractor.
* Storage and handling fees will be applicable for all incoming and outgoing shipments, in addition to the standard postage/shipment fee.

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| **PACKAGE HANDLING FEES** |
| **INBOUND**  | **OUTBOUND** |
| ENVELOPE, PADDED PACK OR ROLL | $7.00 | $10.00 |
| BOX/TUBE | $20.00 | $20.00 |
| DISPLAY CASE | $55.00 | $55.00 |
| CRATES OR PALLETS | $300.00 | $300.00 |

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| PALLET/DISPLAY CASE STORAGE FEE | $25.00 PER PALLET PER DAY |
| TABLE TOP SETUP FEE | $100.00 PER TABLE |
| PALLET BREAK DOWN FEE | $180.00 PER PALLET |

 Please contact our Shipping & Receiving Department via phone at 415-766-0328 | Extension 6473 | SFODTShippingReceiving@marriott.com.

