

PACKAGE SHIPMENT LABEL

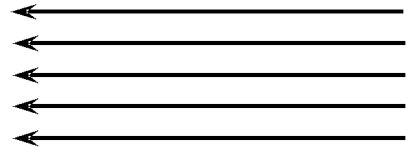
******PLEASE COMPLETE ALL INFO BELOW TO ENSURE PROPER HANDLING AND DELIVERY OF YOUR SHIPMENT ******

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.



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:

METHOD OF PAYMENT

Receiving and Delivery Handling Fee:

- All packages are subject to a \$1.00 per lbs service fee excluding letters and packs.
- 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.

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 7am-8pm and Saturday-Sunday 7am-6pm. Loading Dock is CLOSED Wednesday's and Saturday's 1-5pm due to the theater district traffic.