

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.

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

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.



Dear Value Customer,

We are delighted that you have selected us to host your event. Please provide all the information requested below so that we process the event charges. We ask you to please sign and date the form before submission. Please fax the completed form to the **San Francisco Marriott Marquis Hotel** at **415-486-8115**

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Address: _____
(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Event Information

Event name: _____

Company (if applicable): _____

Phone number: _____ Fax or alternate number: _____

Event date: _____

Event Charges

Room rental:	Food and Beverage:	Audio Visual:	Other (specify):
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Taxes:	
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*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

I certify that all information is complete and accurate. I hereby authorize San Francisco Marriott Marquis Hotel to collect payment for all charges as indicated in the Event Charges section of this form by processing a charge to the credit card listed above. The card will be charged in advance 10 days prior to arrival, and any remaining balance will be charged at the end of the event. Charges must not exceed _____ for the entire event. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____