

## Shipping and Receiving

- 1) Should Vendor/Contractor be expecting boxes for the event, they must be addressed to Hotel standards (see sample label below). Due to limited storage space, Hotel will not accept shipments more than three (3) business days prior to the start date of the event.
- 2) Arrangements must be made for package pick-up/return shipping within three (3) business days after the event.
- 3) Appropriate handling and storage fees will be applied.

### Rate Information:

Envelopes	Complimentary
Crates – (1 ft. – 5)	\$80.00 per Crate
Crates – (6 ft. - 7 ft.)	\$125.00 per Crate
Crates – (7 ft. & up)	\$250.00 per Crate
Boxes	\$5.00 per Box (less than 3 lbs.)
Boxes	\$10.00 per Box (regardless of size/weight over 3 lbs.)
Booths, Trunks	\$35.00 per Booth/Trunk (regardless of size/weight)
Trunks	\$25.00 per Trunk (regardless of size/weight)
Hotel Truck Usage	\$150.00 Flat Rate per Load
Pallet	\$175.00 per Pallet

\*Items for non-Hotel Guests add \$25

- 4) All outgoing packages must be properly packed, labeled with shipping address, return address and method of payment; i.e., UPS Account #.
- 5) The Hotel is not responsible for any abandoned materials, and they will be discarded within three (3) business days.

### Sample Address Label:

Kansas City Marriott Downtown Hotel  
200 West 12th Street  
Kansas City, MO 64105  
Attn: (Vendor/Contractor Name)  
Conference Name  
Deliver at: (Date and Time of Delivery)  
Hotel Contact: (Name)