

DETROIT MARRIOTT'S

EVENT INFORMATION PACKET

SHIPPING AND RECEIVING

Incoming Materials:

A guest may receive standard letters and carrier envelopes free of charge.

Shipments in excess of this maximum will be assessed a receiving and handling fee as outlined below (quoted prices are per parcel, not cumulative shipment):

BOXES

Weight	Receiving & Handling Fee	Storage Fee (Per Day)
0 – 5 lbs.	\$5	\$25
5 – 20 lbs.	\$10	\$25
20 – 50 lbs.	\$30	\$25
50 – 75 lbs.	\$50	\$25
75 – 100 lbs.	\$70	\$25

CASES/CRATES/PALLETS

Weight	Receiving & Handling Fee	Storage Fee (Per Day)
0 – 50 lbs.	\$50	\$25
50 – 100 lbs.	\$80	\$25
100 lbs. or more	\$100	\$25
Pallets/Crates	\$100 per 100 lbs.	\$50

Exhibit Materials

Exhibitors should send packages to Expo Company provided by the group. If a show does not have a contractor, group client should notify Event Manager immediate to put together an exhibitor kit.

Group Materials

Due to limited storage space, we request that shipments NOT arrive any earlier than three (3) days prior to the group's arrival. Storage fees are applicable if received more than three (3) days to the group's arrival or left for more than three (3) days after the group's departure. All shipment should be labeled with the label on the next page.

Shipping Out

The Detroit Marriott Mail Room also provides shipping services. You may use your own FedEx, UPS, or Airborne account. However, the hotel has a handling fee of \$6.00 per envelope or box weighing less than 30 pounds. If the total weight of your shipment exceeds this maximum, there will be a \$70.00 per one hundred pounds charge for cardboard boxes and a \$100.00 per one hundred weight for display cases and or/wooden crates.

*Package Labeling

Packages must all be sent with the following wording or the label provided on the next page.

Guest Name/Event Name

Attn: Event Manager Name/Meeting Room



400 Renaissance Center

East Loading Dock

Detroit, MI 48243

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EACH PACKAGE SHIPPED IN SHOULD BE LABELED WITH THE LABEL TEMPLATE PROVIDED BELOW.

FROM	Name: _____		
	Company: _____		
	Address: _____		
	City: _____ State: _____ ZIP: _____		
	Telephone: (_____) _____ - _____		
SHIP TO	Detroit Marriott at the Renaissance Center 400 Renaissance Center East Loading Dock Detroit, MI 48243		
Event Manager Name: _____	Group Name: _____		
On-Site Contact Name: _____	Phone Number: _____		
Event Dates: _____	Meeting Room: _____		
Total Number of Packages: _____	Box # _____	of _____	

**** REQUEST FOR PACKAGE HANDLING MUST BE COMMUNICATED TO HOTEL 10 DAYS PRIOR TO GROUP ARRIVAL IN ORDER TO ASSIGN STAFFING. LAST MINUTE REQUESTS WILL BE HANDLED BASED ON AVAILABILITY AND WILL REQUIRE ADDITIONAL HANDLING FEE****

****IF PACKAGES ARE NOT LABELED APPROPRIATELY, THE HOTEL WILL NOT BE LIABLE TO FIND PACKAGES WITHIN THE RENASSAINCE CENTER****