JW MARRIOTT.
WASHINGTON, DC

SHIPPING, RECEIVING AND DELIVERY GUIDELINES

In order to provide exceptional service in the shipping and receiving of parcels and the delivery of them to your group, exhibitors and convention attendees, the following guidelines have been established by the JW Marriott, Washington DC. Please share these with any exhibitors or anyone else who will be shipping or having deliveries made to the hotel.

1. All shipments and deliveries must be addressed in the following format:

   Your Name, Group Name
   C/O Event Manager's Name
   JW Marriott
   1331 Pennsylvania Avenue NW
   Washington, DC 20004

2. Please send shipments and deliveries so that arrive no more than 3 days before the start of your meeting or event. All shipments and deliveries arriving earlier will be subject to the storage fees listed below.

3. Please bring a list with all of your shipment's tracking numbers and the name of the individual to whom the package is addressed, so that any missing parcels can be located.

4. The JW Marriott does have package handling charges for each parcel or pallet received at the hotel. The charges are as follows:

Handling Fees		Storage Fees	
Box (regular)	$5.00	4th Day - Box (regular)	$5.00/day
Box (large, oversize)	$20.00	4th Day - Box (large, oversize)	$10.00/day
Display Case	$45.00	4th Day - Display Case	$10.00/day
Pallet or Crate	$150.00	4th Day - Pallet / Crate	$100.00/day

5. All outgoing shipments must be properly labeled with a return address, a delivery address and a contact phone number for the sender. An account number for the delivery service of choice or the sender's credit card number and expiration date must be included to ensure proper charges by the shipping company.