



Shipping and Receiving Instructions
And Authorization Form

All packages received and shipped by the Bethesda North Marriott Hotel and Conference Center team will incur a handling fee. Packages may arrive to the Hotel up to three days prior to your scheduled event and must be picked up, by the carrier of your choice, no later than two days after your event. Packages in the Hotel's possession outside of this specified number of days will incur a storage fee.

The Bethesda North Marriott Hotel and Conference Center's Shipping and Receiving Department is open Monday-Friday from 8:30am-5:00pm. Requests for the delivery or drop off of packages outside of these hours are subject to additional handling fees of \$10.00 per package.

To arrange for packages to be delivered, stored and given to you at the Bethesda North Marriott Hotel and Conference Center, please email this form to Aleida.aza@marriott.com

Event Information

Event Name: _____

Sender Name / Company Name (if applicable): _____

Email Address _____

Phone Number: _____ Alternate Number/Fax: _____

Event Date(s) _____ Event Manager: _____



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Handling Fees:

0 – 1 lb	No Charge
10 – 20 lbs	\$20.00
20 – 30 lbs	\$30.00
30 – 40 lbs	\$40.00
40 – 50 lbs	\$50.00
50 – 60 lbs	\$60.00
Over 60 lbs	\$70.00
Pallets/Crates	\$.75/lb (\$200.00 Min)

Storage Fees:

Packages delivered more than (3) days before event date will be assessed a storage fee of \$25.00 per item per day. This applies for packages left on property (2) days after the function/event has ended. Packages, equipment, signs, etc., will be disposed of after two days.

Shipping Items Out:

Items to be shipped out must already be prepared, with a prepaid label and a pickup should already be scheduled with your preferred carrier. We will pick up your prepared packages from the meeting space where the event took place once the event has ended, for the day.

After this form is completed, you will receive a credit card authorization link via email, from our accounting department to pay for the storage and handling fees.

Shipments MUST be addressed as follows:

Bethesda North Marriott Hotel & Conference Center

5701 Marinelli Road

North Bethesda, MD 20852

Hold For : Event Name, On Property Contact, Company Name (*your name*)

Arrival Date: Contact Arrival Day and Date