



## **Package Shipment Information**

All packages should be shipped and INDIVIDUALLY labeled to the hotel as follows:

**Nashville Airport Marriott**

***Group or Show Name***

***Attention: (Registered Guest Name with Check In Date)***

**600 Marriott Drive**

**Nashville, TN 37214**

**Hotel Contact Name (if applicable)**

**Multiple boxes/containers should each be marked as follows:**

**“(box number) of (total number shipped)“.** For example: Box 1 of 4, Box 2 of 4

## **Shipping Policies:**

- 1) All packages sent should be labeled as listed above.
- 2) The hotel will accept shipments only the preceding three (3) days before the event. Shipments received earlier than three (3) days before the event will be assessed a \$25.00 per day storage fee.
- 3) Hotel will provide delivery to the event location on the date of setup. Group Representatives/Exhibitors are responsible for all unpacking and setup of exhibit items.
- 4) At the conclusion of the show the Group Representatives/Exhibitors will be responsible for all dismantling, repacking and sealing of outbound shipments.
- 5) All outbound shipments will require completed shipping documents, including billing account numbers. Hotel will provide pickup from your event location and secure in our receiving department for pickup by designated shipping vendor.

## **Incoming Shipping Charges:**

(Charge includes receiving, storage, handling and outbound shipping)

Express Packs/Envelopes:	Complimentary
Box/Container under 25 pounds:	\$ 5.00 each
Box/Container 25 pounds or more:	\$10.00 each
Pallets/Freight Items:	\$50.00 each

- All package charges for individual guests/exhibitors registered with the hotel will be placed on the guest room folio.
- All other package charges will be placed on the group master account.