

## **JW Marriott Shipping Information**

### **SHIPPING AND RECEIVING**

Please label all inbound meeting or event materials as follows:

***Hold For Guest: (Guest Name) (Guest Cell Number)***

**c/o FedEx Office at JW Marriott Nashville**

**201 Eighth Avenue South**

**Nashville, TN 37203**

**(convention / Conference / Event Name)**

**Box of \_\_\_\_\_**

- Scheduled fees for Box, Display and Crate Handling are subject to 9.25% sales tax. Charges must be posted to Individual Exhibitors.
- No handling fees will be charged for outbound packages weighing 0 - 1 pound that are brought to the FedEx Office Business Center by a guest.
- For inbound / outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 of \$ 0.75/lb. > 200 lbs., which is applied to each pallet/crate handled.

### **STORAGE**

We cannot accept delivery, storage or handling of large bulk shipments without prior arrangement. Please ensure such deliveries have been coordinated with your Event Manager prior to their arrival at the Hotel.

All conference freight should be shipped to arrive within three (3) days of your program's official start date. If materials arrive prior this time frame, storage fees will apply. All materials should be clearly labelled (see above).

Unless a function room is reserved on a 24-hour basis, displays, exhibits and/or product must be removed daily. We will not be responsible for exhibits, displays and/or product left in any function room after hours or overnight. A dedicated security detail can be arranged at a cost to provide such protection.