MARRIOTT RESORT
FORT LAUDERDALE
HARBOR BEACH

PREPARING THE SHIPMENT

All guest and event packages being shipped to the resort must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive no sooner than 3 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Shipments will be held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be considered abandoned property and treated as such.

PACKAGE LABELING STANDARD

Guest Name and Company Name
Conference/Event name
3030 Holiday Drive
Fort Lauderdale, FL 33316

Box_____of _____

INSTRUCTIONS

Meeting Planners and/or Vendors are encouraged to contact Shipping and Receiving Department in advance of shipping their items to the resort with any specific questions. If there are any special needs such as refrigeration requirements, after hours delivery requests or changes to meeting dates or rooms, the groups should work directly with the Event Manager, who will coordinate these needs with the Shipping and Receiving Office in advance of your event.

DELIVERY OF PACKAGES TO THE HOTEL

The hours of operation for the Loading Dock are from 7:00am – 5:00pm. Generally, items are received from FedEx and UPS, who have scheduled deliveries at the resort. If a group/vendor will use another carrier or their own vehicles, all trucks should be directed to the Loading Dock for their deliveries. If a group is using a drayage company or decorator for exhibitor packages, those packages must be shipped directly to the drayage company or decorator specified address.

Trucks are not permitted to remain at the Loading Dock for extended periods of time or otherwise stored on property. Due to local ordinances, deliveries, load ins or load outs are not permitted prior to 7:00am or after 10:00pm.

Please note that Shipping and Receiving cannot lend out any moving equipment to a guest/group/vendor, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, Shipping and Receiving will complete delivery or pickup of packages within the meeting rooms, lobby area and guest rooms of the resort. Staff members are not authorized to leave packages in guest rooms that are not occupied.

HANDLING FEES

In an effort to devote the necessary resources to ensure quick and efficient shipping and handling of guest items, all packages shipped to or from the resort will be assessed a handling fee. Charges incurred shall be applied to the RECEIVER of materials. Thus, applied to an individual guest room account, Group Master Account or charged to an individual credit card.

The handling fees are based on weight. Weights will be obtained from the FedEx or UPS carrier's label. These items do not need to be weighed at the hotel. On the rare occasion when an item is received from another carrier and the weight is not included, the item will be weighed at the hotel or the weight will be estimated.

SIZE	HANDLING FEES FOR INCOMING ITEMS	HANDLING FOR OUTGOING ITEMS
Flat Envelopes	No charge	No charge
Packages	$5.00	$5.00
Box – up to 25lbs	$7.00	$7.00
Box – 26 – 50lbs	$15.00	$15.00
Box – 51 + lbs	$20.00	$20.00
Pallet (10 box minimum)	$75.00	$75.00
Oversized Pallet (over 4 ft high)	$100.00	$100.00
Crate/Case – up to 100lbs	$50.00	$50.00
Crate/Case – 101lbs – 300lbs	$75.00	$75.00
Crate/Case – 301lbs – 500lbs	$100.00	$100.00
Crate/Case – 501 + lbs	$125.00	$125.00

EXHIBITORS

If a guest/group has scheduled exhibitors for their event and items have been sent to the resort, the Shipping & Receiving Department will deliver them to the appropriate event location, usually a ballroom, for individual exhibitors to retrieve and set up. If a guest/group would like the Shipping & Receiving Department to set up the exhibitor items on specific presentation tables or locations, then a set-up fee would be applied to the Group Master Account.

EXHIBITOR SET UP	FEE
1 – 50 Exhibitors	$150.00
51 – 100 Exhibitors	$300.00
101 – 150 Exhibitors	$450.00

OUTGOING SHIPMENTS

Fedex and UPS have daily pick-ups at the Shipping and Receiving Department. All outbound shipments require the sender to have an existing account and have a completed carrier airbill affixed to each package. If outbound packages are to be picked up by a third party carrier, the guest/group should coordinate with the Shipping and Receiving Department.

SHIPPING SUPPLIES

Packaging supplies (boxes, tapes, and etc) are available for purchase at the FedEx Office business center as well as the Shipping and Receiving Department.

SUPPLY ITEM	FEE (Shipping & Receiving Dept)
Empty Envelopes	No charge
Empty Boxes	$4.00 - $20.00 (depending on size)
Bubble Wrap	$3.00 per section
Packing Tape	$5.00 per roll