

CRYSTAL GATEWAY MARRIOTT HOTEL

Shipping and Receiving

Receiving Charges & Storage Fees:

The Crystal Gateway Marriott Hotel will only accept packages (3) three days prior to your function date/arrival date and we must be made aware of such deliveries by emailing WASGWSECURITY@Marriott.com. Packages delivered more than (3) days before your function date/arrival date will be assessed a storage fee. The storage fee prices are as follows:

- Pallets- \$100.00 per day.
- Crates/Exhibit cases over 50 lbs. - \$100.00 per day.
- Exhibit cases under 50 lbs.- \$25.00 per case per day.
- Package/Boxes under 25 lbs. \$5.00 a Package /Box per day
- Package/Boxes over (25 lbs.+) \$10.00 a Package/Box per day.

Shipments being delivered to the Crystal Gateway Marriott **MUST** be addressed as follows:

Attn: PERSON RECEIVING PACKAGE

Crystal Gateway Marriott Hotel

1700 Richmond Highway

Arlington, Virginia 22202

Hold For: GROUP/CONFERENCE NAME, Event Manager Name

Arrival Date: Contact Arrival Day and Date

The Crystal Gateway Marriott will not assume any responsibility for the damage or loss of merchandise sent to the Hotel for storage. Shipping charges apply for both incoming and outgoing packages.

CRYSTAL GATEWAY MARRIOTT HOTEL

Shipping and Receiving

Receiving, Delivery & Handling Fees:

The Crystal Gateway Marriott Hotel will accept shipments to the Hotel on your behalf. Delivery & Receiving charges apply for any items shipped to the hotel and processed by Hotel staff at the Loading Dock. Delivery & Handling charges apply for any item that are delivered by Hotel staff and/or received by Hotel staff to be shipped out of the Loading Dock.

The Crystal Gateway Marriott does not have a general pickup schedule for the Loading Dock by carriers. A pick-up must be scheduled with the carrier for any and all outgoing packages from the hotel before the group checks out.

- Flat Envelopes No Charge
- 0.00 lbs. to 1.0 lbs. \$3.00 per item
- 1.1 lbs. to 10 lbs. 7.00 per item
- 10.1 lbs. to 20 lbs. \$10.00 per item
- 20.1 lbs. to 30.0 lbs. \$15.00 per item
- 30.1 to 40.0 lbs. \$20.00 per item
- 40.1 to 50.0 lbs. \$25.00 per item
- 50.1 to 60.0 lbs. \$30.00 per item
- 60.1 lbs. to 70.0 lbs. \$35.00 per item
- 70.1 lbs. & greater \$40.00 per item
- \$35.00 per display case in and out. per item
- \$75.00 per small shrink wrapped pallet under 150 lbs in and out. per item
- \$75.00 per small crate under 150 lbs in and out per item
- \$150.00 per shrink wrapped pallet over 150 lbs in and out. per item
- \$150.00 per crate over 150 lbs in and out. per item

Scheduled Pick-up fees per item

FedEx Express, Ground or Home	\$20 per scheduled pick-up
UPS Ground	\$20 per scheduled pick-up
Next Day Air	\$20 per scheduled pick-up
Next Day Air Saver	\$20 per scheduled pick-up
2 Day	\$20 per scheduled pick-up
3 Day	\$20 per scheduled pick-up
Crates/Oversized bulky pallets	\$75 per scheduled pick-up

****If you shipped boxes to the hotel please confirm your boxes were received by contacting Shipping and Receiving at (703) 271-5162. Our shipping and Receiving staff will bring boxes to the exhibit area at the designated set-up time. If you need them prior to this time, please contact the Shipping and Receiving department directly.**