



Shipping Form

For assistance please contact:
Shipping Attendant: Carmen Guillen
Email: houjwlossprevention@marriott.com
Shipping Contact: Hotel: 713-961-1500 Direct: 832-519-4642

Company Name: _____ **Booth Number:** _____

Onsite Contact: _____ **Onsite Phone Number:** _____

Company Address: _____

How Many Packages are being shipped: _____

Please be advised that your exhibit materials should be shipped to the hotel no earlier than 3 days prior to your show move-in date. If your shipment arrives before this date, you will incur additional storage fees.

Labor charges will apply for all incoming and outgoing shipments as listed below. Your materials will be delivered to your booth during exhibition setup.

Pricing for Guests, Exhibitors, Vendors or Other Ballroom, Meeting Room or Convention Center Events

Description	Cost
Packages	\$6.00 per Package
Tubes	\$6.00 per Tube
Boxes	\$10.00 per Box
Cases	\$15.00 per Case
Pallets	\$75.00 per Pallet

*Each cost is per incoming or outgoing item

Loading & Unloading

The hotel cannot be responsible for the loading or unloading of packages, parcels or pallets. The courier or delivery service must be prepared to both load and unload any packages, parcels or pallets that are delivered or retrieved.

Storage Fees

Charges apply to any/all material received more than 3 calendar days prior to the addressee arrival, as well as items stored up to 3 calendar days after the last day of the addressee departure. **A fee of \$8.00, 8 per day will be assessed for each day prior to or after the 3 day limit.**

Payment Information

Credit Card Type: _____ Name on Credit Card: _____

Credit Card Number: _____ Exp Date: _____

Cardholder Signature: _____

Date: _____ Amount to be charged: _____

Please check this box if you give the JW Marriott Houston Galleria permission to charge the credit card above for your incoming and/or outgoing shipments

For Hotel Use Only

Exhibitor Parcel Delivery Form		
Date Received:		Area Stored:
Recipient Name:		
Sender Name:		
Number of Parcels	Description & Remarks	Method of Shipment

The hotel, as an accommodation to and at the request of the undersigned, has accepted on behalf of the undersigned and as its agent, in apparently good order but without representation of verification as to actual condition or repair and without incurring any inference or presumption to the contrary, the parcels described and the undersigned acknowledges and agrees that the hotel, its agents and employees assume no risk and will incur no liability for damage, loss, or injury to said parcel, regardless of the cause, and the undersigned hereby releases and forever discharges the hotel, from any liability, risk, claim or demand whatsoever.

Date Delivered: _____ Room Number/Billing: _____

Delivered By: _____ Printed Guest Name: _____

Guest Signature: _____