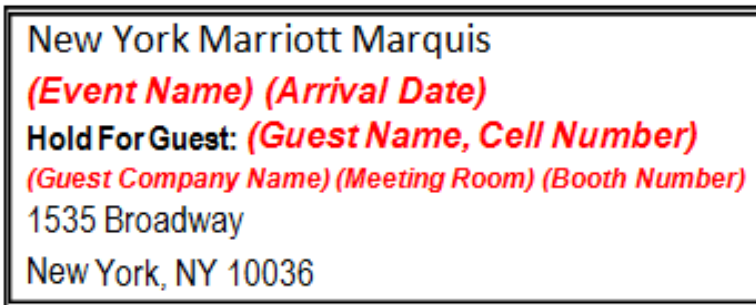


FedEx serves as the sole shipping & receiving provider here at the New York Marriott Marquis. FedEx has a parcel management office onsite that exclusively handles inbound and outbound guest and event shipments.

- FedEx will accept deliveries from all carriers, couriers and delivery services. You do not need to use FedEx or even have a FedEx account to have items delivered to or shipped from the hotel. If you are using another outbound carrier, you will need to bring your own labels.
- Provided all packages are labeled according to FedEx’s labeling standard below, FedEx will group all packages for your event together in their parcel storage area as they arrive.

**Event Shipment(s) – Label Standard:**

Affix a label with the following information (in addition to the airbill).



- FedEx’s package handling fees are as follows:

**Package Handling Fees**

Package handling fees may be charged to a guest room, master account, FedEx account, or billed to a credit card. Fees are applied on a per item basis.

Weight Class	Inbound Receiving/Delivery Fee	Outbound Pickup/Handling Fee
0.0 – 1.0 lbs.	\$10.00	\$10.00
1.1 – 10.0 lbs.	\$15.00	\$15.00
10.1 – 20.0 lbs.	\$25.00	\$25.00
20.1 – 30.0 lbs.	\$35.00	\$35.00
30.1 – 40.0 lbs.	\$55.00	\$55.00
40.1 – 50.0 lbs.	\$55.00	\$55.00
50.1 – 60.0 lbs.	\$55.00	\$55.00
60.0 lbs. and Over	\$75.00	\$75.00
Crate & Pallet *	.75 p/ lb. (\$250.00 Minimum)	.75 p/ lb. (\$250.00 Minimum)

- Please arrange for packages to be delivered no more than 5 days prior to your events or additional storage fees will be incurred.
- We encourage all of our clients to set up package delivery notifications for any inbound shipments to the hotel. This way you’ll know precisely when your packages are received and signed for by the FedEx parcel management office.

- About 2-3 days prior to the event, I'd suggest emailing me a complete shipping manifest of all expected deliveries and their respective tracking numbers. With this information, we can arrange delivery to the function space at a designated time.
- Please note that either you or an authorized member of your staff will need to be present to accept and sign for the delivery of those packages.
- General FedEx Office Info for New York Marriott Marquis –  
<http://www.fedex.com/us/office/services/conventions/locations/nyc-marriott-marquis.html>
- Shipping Instructions & Handling/Delivery Fees –  
[http://images.fedex.com/us/office/services/conventions/locations/parcel\\_info/Shipping-form-marriott-marquis-NYC.pdf](http://images.fedex.com/us/office/services/conventions/locations/parcel_info/Shipping-form-marriott-marquis-NYC.pdf)