

Kansas City Downtown Marriott

Handling/Storage for Shipping/ Receiving

The following are guidelines and rates for incoming parcel received by the Shipping & Receiving Department for the Kansas City Marriott Downtown.

Name of Guest and Meeting: _____ 4 States Airport Conference

Items to be delivered: Boxes, Crates, Booths, Skids etc.) _____

_____/_____/_____ / _____ / _____
 # Packages From Delivery Co.

Rate Information:	
Envelopes to Guests	will be complimentary
Boxes	\$ 5.00 per Box (3 # or less)
Boxes	\$ 10.00 Per Box (regardless of size/weight)
Booths, Trunks	\$ 30.00 Per Booth, Trunk (regardless of size/weight)
Crates – (1 ft. – 5 ft.)	\$ 75.00 Per Crate (regardless weight)
Crates – (6 ft. – 7 ft.)	\$100.00 Per Crate (regardless weight)
Crates – (7 ft. and up)	\$150.00 Per Crate (regardless of size/weight)
Pallet	\$150.00 per Pallet
Items for non-Hotel Guests	\$ 25.00 Additional Charge per item
	Total Charge: _____

All Incoming Packages: Must have a Contact Name and Credit card information for charging purposes

Receiving Note: Deliveries must not arrive more than 3 days before the date or remain 3 Days after Event of Meeting or Convention. An additional handling and storage fee of \$10.00 a day per piece will apply if these conditions are not met. Items shipped to the Hotel by mistake will incur an additional \$25.00 per Item. All outgoing packages must be properly packed, labeled with shipping address, return address and method of payment; i.e., UPS Account #. The Hotel is not responsible for any abandoned materials, and they will be discarded within three (3) business days.

Please Read: The Kansas City Marriott Downtown coordinates Shipping and Receiving to accommodate our guests who utilize these facilities. The KC Marriott assumes no liabilities for items damaged or lost while in transient to the hotel. All discrepancies will be annotated on the shipping form upon being received at the hotel. If guest requires copy of this form, leave email address, one will be sent.

Ship to Information:

Attn: "Guest Name"
Kansas City Marriott Downtown
"4 States Airport Conference"
200 W. 12th St.
Kansas City, Missouri 64105

(Signature indicates acceptance of all above terms and agreement to pay charges as indicated below)

Printed Name: _____

Signature: _____ Date: _____

Email Address _____

Credit Card # or Master Account # _____ Exp Date _____

* If recipient is not listed on Guest Room then must have Credit Card # or CC on File
 Any questions or inquiries, please contact Mike Fisher, in the Shipping & Receiving Department
mfisher@kcmarriott.com at (816) 421-6800, Ext. 4636