

**Marriott Kansas City Overland Park  
Events Shipping/Receiving Packages  
Revised April 2018**

**PROCESS STEPS:**

Should Vendor/Contractor be expecting boxes for the event, they must be addressed to Hotel standards (see sample label below). Due to limited storage space, Hotel will not accept shipments more than three (3) business days prior to the start date of the event. Our storage space is not locked.

**Address Label:**

Marriott Kansas City Overland Park  
10800 Metcalf Ave.  
Overland Park, KS 66210  
Attn: (Vendor/Contractor Name)  
Conference Name  
Deliver to: (Location, Date and Time of Delivery)  
Hotel Contact: (Name)

All outgoing packages must be properly packed, labeled with shipping address, return address and method of payment; i.e., UPS Account #.

Arrangements must be made for package pick-up/return shipping within three (3) business days after the event by the vendor/client.

Event Operations will take the packages to the loading dock for pickup.

- UPS and FedEx Ground must be scheduled by the vendor.
- FedEx Express picks up daily at the hotel.

The Hotel is not responsible for any abandoned materials and they will be discarded at thirty (30) business days.

**Rate Information:**

Envelopes	Complimentary
Boxes up to 20 lbs. (max. of 5)	Complimentary (\$5 each over 5 <sup>th</sup> Box)
Boxes over 20 lbs.	\$20.00 per Box
Crates	\$50.00 per Crate (regardless of size or weight)
Pallet	\$80.00 per Pallet (regardless of size or weight)

The host contact/company is responsible for paying all hotel shipping and receiving fees – the total sum of the fees will be applied to the Master Account.

Event Management and Event Operations will not be responsible for collecting method of payments from individual vendors.

Event operations will deliver all trade show boxes to a central location in the ballroom (rates listed above apply). In the instance the group would like boxes delivered to individual booths, an additional \$5.00 will be applied per box/crate/trunk regardless of size or weight.