



# Shipping & Receiving

# Shipping & Receiving

Due to limited storage space, we will not be able to accept shipments more than three (3) business days prior to the start date of the event. Storage fees will apply for all items arriving early.

If you are expecting more than 10 packages or any pallets, please coordinate your desired delivery time prior to your arrival by contacting Shipping & Receiving at: (410) 895-1806 or store7882@theupstore.com.

Additional fees may apply for delivering shipments or packages outside of our normal business hours.

Arrangements must be made for package pick-up or return shipping within two (2) days after the event ends. Storage fees will apply for all packages held more than 2 business days.

All outgoing packages must be properly packed, labeled with shipping address, return address. Additional fees will apply if packaging is required to meet carrier packaging guidelines.

Shipping & Receiving can ship small packages and freight for any events, contractors or exhibitors at the conclusion of your event. Current UPS retail rates are charged along with the handling fees noted below. We can also arrange freight shipments of pallets, crates and other large items from your location to the Baltimore Marriott Waterfront Hotel before your event. Please contact us for a quote.

Guests may also use their own accounts and are responsible for preparing their own outbound carrier (e.g. UPS or FedEx) labels and may use the carrier of their choice. Daily pick-ups are scheduled for UPS and FedEx Express. Additional fees may apply for scheduling other carrier pick-ups (e.g. FedEx Ground, DHL, Couriers, freight companies, etc.)

Limited carrier waybills are available; guests should plan accordingly to provide their forms and supplies as necessary.

The Baltimore Marriott Waterfront Hotel is not responsible for any abandoned materials and they will be discarded after three (3) business days.

We cannot loan any material handling equipment. All equipment may only be used by our staff and prevailing labor rates and/or fees will apply accordingly.

Please address all packages as indicated below:

## Baltimore Marriott Waterfront Hotel

Baltimore Marriott Waterfront Hotel  
Conference Name and Name of Recipient - (example: ABC inc., Jane Doe)  
700 Aliceanna Street  
Baltimore, MD 21202  
(410) 895-1806

In addition please include this information on the package:

EVENT NAME BOOTH/  
TABLE # EVENT DATE(S)

# Shipping & Receiving Rates

The UPS Store charges the fees below for services.

Events or groups may have their fees billed to their room or master account.

Other exhibitors or vendors should complete the attached form and return it by fax to (410)-895-1806

Or by scanning and emailing the form to: [store7882@theupsstore.com](mailto:store7882@theupsstore.com)

Baltimore Marriott Waterfront Parcel Handling Fees	
Inbound/Outbound	
Letter/Envelope	\$5
1-10 lbs.	\$7
11-20 lbs.	\$16
21-40 lbs.	\$30
41-60 lbs.	\$50
61-100 lbs.	\$70
Over 100 lbs.	\$120
Pallet (Freight)	\$300

Additional fees:	
Small Package/Rolling Case Storage:	\$10 per day
Frieght/Pallet Storage:	\$50 per day
Labor rates (per person):	\$75 per hour
Label preparation:	\$5 per label
After hour delivery or pick-up:	\$75 per hour per person
3 hour minimum on Sundays	
Material:	Prevailing rates based on material
Fees are subject to change	

Baltimore Marriott Waterfront  
700 Aliceanna St  
Baltimore, MD 21202  
410.895.1806 Tel  
Store7882@theupsstore.com email

### Shipping and Handling Fee Form

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Please complete either section below and return to The UPS Store.

Please bill my room or the group master account \_\_\_\_\_ on  
file with the Baltimore Marriott Waterfront Hotel for any charges.

I authorize The UPS Store to post these charges to master account above with  
the Baltimore Marriott Waterfront Hotel.

I understand that handling fees will apply for each item or pallet.

I understand that the handling fees are in addition to the normal shipping charges  
if items are being shipped on The UPS Store account.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card Information:

I understand that handling fees will apply for each item or pallet.

I understand that the handling fees are in addition to the normal shipping charges  
if items are being shipped on The UPS Store account.

I **authorize** The UPS Store to bill the credit card below for payment:

Card # \_\_\_\_\_ Exp: \_\_\_\_\_ Auth Code: \_\_\_\_\_  
Billing address \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_