

See attached and below

- ✓ Load in details
- ✓ COI template
- ✓ Release and indemnification form (attached, please sign).
- ✓ Electrical order form (attached)
- ✓ Internet Order form (attached)
- ✓ FedEx form (attached)
- ✓ Please provide a detailed plan of what you will be building to include location and measurements for hotel approval
- ✓ Exhibitor Booth Cleaning Form

Externally Hired AV/Production Personnel

- ✓ All labor, hired or representing an outside supplier (outside personnel), must check in at Security and receive a guest pass.
- ✓ Outside personnel is required to wear clothing and/or uniforms that adhere to the same standards set forth by the New York Marriott Marquis to all on-site vendors. Non-compliant individuals may be subject to escort by NYMM Security off the hotel premises.
- ✓ It is against state and federal laws for the consumption of any alcoholic beverages to occur on property while under contract. This includes the purchase of any alcoholic beverages in any of the New York Marriott Marquis lounges, bars, or restaurants. Should a guest offer a drink, we ask that outside personnel only accept soft drinks and/or coffee or tea.
- ✓ There is no consumption of food or beverage on property with the exception of prearranged crew meals. Food and beverage requirements for crews should be submitted to your respective Convention Services/ Catering Manager, thirty (30) days prior to arrival. We expect outside personnel to adhere to the same policies that the Marriott Marquis New York employees do. This means no food should be eaten from reception lines, back of the house “leftovers”, etc.
- ✓ The Marriott Marquis New York is a non-smoking facility. There is no smoking permitted in any public areas or back of house. This includes all function rooms and outside locations. Outside vendors are expected to locate the designated area for smoke breaks for outside personnel and the New York Marriott Marquis associates and utilize them.
- ✓ Any foul language, inappropriate or disruptive behavior is a violation of the Marriott Marquis New York policy and will result in the removal of the individual(s). Theft, misappropriation of property, or aiding in such acts will result in removal with possible criminal prosecution.
- ✓ Outside personnel and 3rd party vendors or their management are prohibited from eating any meals or food at any time of day in the hotel cafeteria.

Loading Dock & Security Practices

All outside vendor loading dock requirements must be submitted to the Conference Services/ Catering Manager no later than (14) days prior to the event load-in. This will include a requirement to provide the following:

Dock Schedule:

- Dates and Times of required activity
- Load-in start time
- Load-out start time
- Amount of time needed per day for loading and unloading only

Vehicle Profile:

- Vehicle Size
- Number of Vehicles docking
- Name of Group, Company, and/ or person using the dock

All vehicles must register with the New York Marriott Marquis Director of Security upon arrival.

The hotel does not provide or supply carts, hand trucks, or dollies, etc. Vendors must supply their own equipment to facilitate their loading/ unloading activities. Any vehicle or apparatus moving equipment inside the hotel must be pre-approved by the Director of Engineering and have all wheels wrapped in plastic prior to entering the ballroom.

Gas or Propane forklifts are not allowed in the hotel.

Overnight parking of production vehicles is not permitted on hotel property.

The loading dock is open 24 hours with the following exceptions:

Day	Closed
Sunday	1pm-5pm and 8pm-10pm
Monday	Open all day
Tuesday	8pm-10pm
Wednesday	1pm-5pm and 8pm-10pm
Thursday	8pm-10pm
Friday	8pm-10pm
Saturday	1pm-5pm and 8pm-10pm

Loading dock access and usage of loading dock bay is not exclusive, dock will be shared with other groups loading in; hotel deliveries.

LOAD IN / LOAD OUT FORM

(please complete the information below and send to Event Manager E-mail)

Group Name:

Meeting Start Date:

Meeting End Date:

Onsite Coordinator:

Onsite Coordinator Cell:

Load In

- Date:
- Time:
- Time:
- Company:
- Vehicle:
- Event Location:

Load-Out

- Date:
- Time:
- Time:
- Company:
- Vehicle:
- Event Location:

RELEASE & INDEMNIFICATION

We will require a Special Event Release & Indemnification Form (see attached) – signed by each VENDOR.

- A VENDOR representative needs to sign the line under “Vendor” and fill in the name, title and date in that section.

CERTIFICATE OF INSURANCE

We will require a Certificate of Insurance (COI) from each VENDOR. Please share the following COI preparation details with your insurance company.

- COI must provide at least a 30 day notice of cancellation
- Policy must be valid through event date(s)
- General Liability limit must be at least \$1 million per occurrence.
- Automobile Liability limit must be at least \$1 million combined single limit.
- The following language must be included verbatim in the specified COI sections:

Description of Operations / Locations / Vehicles / Special Items

**New York Marriott Marquis
Event Operations Department / Local Standard Operating Procedure**

Load in/Load out Process

- EM to connect Drayage company and hotel's operation manager prior to load in day
- Operation manager to schedule a walkthrough with Drayage company prior to equipment load in
- Vendors/Drayage must walk space and loading dock with the hotel's operation manager pre and post event

Vendor / Drayage Responsibility:

- Carpet (path from back of house elevator to ballroom entrance) must be protected prior to load in / load out . Drayage company / vendor can choose Masonite, yellow brick road or carpet adhesive guard shield.
- All items brought on property by the vendor/drayage must be removed by the vendor/drayage.
- The Hotel space must be in the same condition at the end of the event as prior to the event, including the loading dock, back of the house and service elevators
- All pallets, freight boxes and trash that are brought in must be removed by the vendor/drayage and taken out of property.
- Blue dumpster will be provided by the Hotel upon request and the vendors must take the trash down to the compactor (cardboard, paper boxes only)
- Cardboard must be broken down and recycled.
- All trash needs to be picked off the floor.
- Anything that cannot be vacuumed needs to be collected by the vendor/drayage.
- Vendor must provide all necessary equipment for load in / load out
- All equipment brought by the company (dolly's, ladders, forklift etc.) needs to be collected and taken off property at the end of load in and load out

Marriott Marquis Responsibility:

- Hotel is responsible to protect walls and doors with padding, from back of house to ballroom for load in and load out
- Left over cardboard not affiliated with the Drayage will be handled by the Hotel
- Vacuuming of the event space will be handled by the hotel at the end of the show
- Blue dumpster will be provided by the Hotel, upon request
- The hotel is responsible for disposing the garbage in the small cardboard trash cans
- Hotel provides booth cleaning upon request, additional fees will apply

Marriott Confidential and Propriety Information

The contents of this material are confidential and propriety to Marriott International Inc. and may not be reproduced, disclosed, distributed, or used without the express permission of an authorized representative of Marriott. Any other use is expressly prohibited.

[Additional insured: Marriott International, Inc., CCHMC Times Square Hotel LLC, DBA New York Marriott Marquis Hotel at 1535 Broadway, New York, NY 10036](#) are included as additional insured.

Certificate Holder

[New York Marriott Marquis Hotel at 1535 Broadway, New York, NY 10036 Attn: Director of Finance at 212-707-8857](#)

House Items

Flame-Proofing Certificate:

- ✓ All materials used in the Hotel's meeting space (pipe and drape, liners, backdrops, props, skirting, stage coverings, etc.) require a certification of flame-proofing or fire retardation by the appropriate authority. Outside vendors must present this information to the Conference Services/ Catering Manager no later than (14) days prior to load-in. Any material is subject to inspection by the Fire Marshall and/ or Director of Security. Any material found not certified must be removed from the event immediately.

Storage:

- ✓ The Marriott Marquis New York has limited storage space for guest/group related packages. Should you anticipate needing significant storage, please contact your Event Manager/Convention Services/Catering Manager for availability and arrangements. Be sure to include dressing rooms, private storage rooms, as well as move-in and move-out dates (Load-in and load-out may be conducted only during the scheduled time contracted by your group). Should storage space be required for any audio-visual equipment or project while a company is on site, full room rental is assessed for each day the space is required. At no time will a production company be allowed to store freight, crates, or equipment in any public or service areas, including back hallways or the loading dock without prior approval from the Convention Services/Catering Manager working your event and the Director of Security.

Electric Lifts:

- ✓ The Marriott Marquis New York does not provide or loan airlifts, scissor lifts, ladders, forklifts, etc.

Miscellaneous:

- ✓ Signs, banners, and decorations may not be suspended from any part of the hotel's HVAC, plumbing, or electrical systems.
- ✓ Ceiling clearance - any set up must be 18 inches from sprinkler heads in all meeting rooms and pre-function space



**MARRIOTT MARQUIS
NEW YORK**

**NEW YORK MARRIOTT MARQUIS
ELECTRICAL DEPARTMENT**
1535 BROADWAY NEW YORK, NY 10036
TEL: (212)704-8799 FAX (212)704-8896
TRADESHOWS@AmpriteNYC.com

Services	Price	QTY	
WATTAGE			
(Non-dedicated Circuits - 120 VOLT SERVICE)			
0 -500 WATTS	\$185.00		
501-1000 WATTS	\$205.00		
1001- 1500 WATTS	\$220.00		
1501 - 2000 WATTS	\$320.00		
120 VOLT (Dedicated Circuits) AV, Meeting & Office Equipment			
20 AMPS	\$320.00		
EXTENSION CORDS			
Power Not Included. Must order at least one circuit from above (Only 2 power strips or quad boxes per circuit)			
QUAD BOX	\$45.00		
POWER STRIP	\$45.00		
208 VOLT (SINGLE PHASE)			
Specialty Equipment			
208V 20AMPS	\$430.00		
208V 30 AMPS	\$550.00		
FEEDER SERVICE			
(CANNOT BE USED FOR DISTRIBUTION)			
60 AMPS - 3 PHASE	\$1,470.00		
100 AMPS - 3 PHASE	\$2,340.00		
200 AMPS - 3 PHASE	\$4,560.00		
Miscellaneous			
(Please call for Cable Run pricing)			
Cable Run			
Charging Station	\$320.00		
LATE CHARGE	\$60.00		
SUBTOTAL			
8.875% TAX			
GRAND TOTAL			

- ELECTRICAL ORDERS WITH VALID PAYMENT MUST BE SUBMITTED 10 DAYS PRIOR TO THE EVENT OR A LATE CHARGE WILL AUTOMATICALLY BE APPLIED.
- WALL OUTLETS ARE FOR HOTEL USE ONLY, NOT FOR AV/GUEST EQUIPMENT.
- INFRACTIONS WILL BE CORRECTED AND CHARGES WILL BE APPLIED.
- EXHIBITORS AND A/V PROVIDERS MUST SUBMIT A SEPARATE ORDER FOR EACH EVENT.
- IT IS NOT PERMITTED FOR ANYONE OTHER THEN NYMM ELECTRICAL DEPT. TO PROVIDE OR INSTALL POWER DISTRIBUTIONS.
- RENTAL RATES QUOTED ARE PER EVENT AND COVER A 5 DAY PERIOD.
- CIRCUITS WILL ONLY BE PLACED IN ONE LOCATION AND CANNOT BE SHARED OR SPLIT.
- ADDITIONAL CHARGES WILL APPLY TO: EVENTS OVER 5 DAYS, ROOM RELOCATIONS, RESETTING ANY ELECTRICAL AND SAME DAY ORDERS.
- NO REFUNDS AFTER APPROVAL AND/OR START OF THE SETUP.
- PRICES SUBJECT TO AN AUTOMATIC 3% YEARLY INCREASE.

Event Name:	
Company:	
Address:	
City:	State: Zip:
Phone:	Fax:
Mobile:	E-Mail:
Representative Name:	
Room Name:	Booth:
Setup Date:	Time:
Start Date:	Time:
Removal Date:	Time:

FOR PAYMENT BY CHECK PLEASE MAIL COMPLETED FORM WITH CHECK TO:
ELECTRICAL DEPARTMENT * NEW YORK MARRIOTT MARQUIS
1535 BROADWAY * NEW YORK, NY 10036

PAYMENT BY CREDIT CARD
PLEASE SEND COMPLETED FORM TO: 1 (212) 704 - 8896
TRADESHOWS@AmpriteNYC.com

CREDIT CARD NUMBER:		
- - -		
TYPE:	CSV:	EXP DATE:
CARDHOLDER'S NAME:		
SIGNATURE:		Receipt?

SPECIAL NOTES
NYC CODE REQUIRES THAT NO ELECTRICAL EQUIPMENT OR APPARATUS CAN BE CONNECTED UNLESS IT CONFORMS TO ITS ELECTRICAL CODE. UPON REQUEST, THE HOTEL WILL SUPPLY A COPY OF THE NYC ELECTRICAL CODE. THE HOTEL WILL SUPPLY QUALIFIED ELECTRICIANS TO CORRECT ANY INFRACTIONS AT PREVAILING COSTS. WIRING REGULATIONS BASED ON THE NYC ELECTRICAL CODE ALL ELECTRICAL APPARATUS AND SPLICES MUST BE INSTALLED IN A METAL ENCLOSURE TO PREVENT EMISSION OF SPARKS. ALL METAL RACEWAYS, METAL LIGHTING FIXTURES, AND METAL HOUSINGS OF ELECTRICALLY POWERED EQUIPMENT SHALL BE GROUNDED. ALL CABLES SHALL BE 3 WIRE SJ CORD OR OTHER APPROVED TYPE. THE GREEN COLORED WIRE IS TO BE USED AS THE GROUND. THE CABLE MUST BE LARGE ENOUGH FOR THE LOAD AND HAVE A GROUND MALE PLUG. FLEXIBLE CORDS AND CABLES LESS THAN #14 GAUGE WIRE SHALL NOT BE PERMITTED. PLUG IN STRIPS SHALL BE MOUNTED NOT LESS THAN 2FT 6IN ABOVE THE FLOOR AND SHALL BE SECURELY FASTENED. NY MARRIOTT MARQUIS WILL NOT BE RESPONSIBLE FOR ANY VOLTAGE FLUCTUATIONS OR POWER FAILURES BEYOND OUR CONTROL

Signature: _____ Date: _____
I approve the above electrical charges from the Marriott Marquis New York

Expires 12/31/2025

HOTEL USE ONLY	PMS#/ Folio#
EVENTS/AV MANAGER & EXTENSION	

EXHIBIT SERVICES REQUEST
AUDIO VISUAL & INTERNET SERVICES
1535 Broadway
New York, NY 10036

Conference Name: _____

Exhibit Load IN -- Day & Date: _____

Exhibit Load OUT -- Day & Date: _____

Exhibiting Firm: _____

Booth # & Location: _____

Contact Name & Phone: _____

Onsite Representative: _____

E-mail: _____

Onsite Contact Phone: _____

Company Address: _____

PLEASE COMPLETE THIS FORM and return to: 182ExhibitForm@CarlsonAV.com

Monitor Rentals - Carlson Audio Visual & Production			
Upon receipt of this request, a CAV Representative will contact you for an order review and approval of all services. Written confirmation and receipts will be provided.			
EQUIPMENT RENTAL	QUANTITY	# OF DAYS	DAILY RATE
32" LED Monitor Table Set			\$520
55" LED Monitor w/floor stand			\$995
70" LED Monitor w/floor stand			\$1500
Laptop Computer Windows based			\$395
Labor and Handling - (per monitor)			\$350
INTERNET		SHOW RATE	
Wireless Internet Access for (1) device		\$395	
Wireless device(s) Each Additional		\$150	
Wired Internet Access (5MG)		\$785	
Wired Line Installation Each Additional		\$150	
All services subject to 25% administrative charge and 8.875% sales tax Orders received less than 10 business days to load-in subject to short order fee of \$195++ Orders received on-site will be subject to rush fee of \$250++			
POWER Services are additional and provided by -- Amp-Rite Electrical TEL: (212)704-8799 -- TRADESHOWS@AmpriteNYC.com			

For questions, advance services, and to enquire about equipment not listed here, please call (212) 704.8879 or e-mail 182ExhibitForm@Carlsonav.com



Name on Card: _____ ORDER # (for internal use): _____

Card #: _____ Exp: _____ CVV # _____

Signature: _____ Date: _____

Late Order Fee (less than 10 business days prior to event) = \$195++
Rush Services Fee (on-site orders) = \$250++
All orders subject to Service Charge of 25% and to 8.875% Sales Tax

ADDITIONAL IMPORTANT INFORMATION:

TERMS AND CONDITIONS

Note: Carlson Audio Visual (CAV) will confirm all order requests including any fees for late and rush service, changes and/or cancellations by email.

Changes: Order changes must be emailed 7 business days prior to installation date or may be subject to additional charges.

Late Order Fee/Services:

Orders received less than 10 business days prior to load in will incur a \$195++ late charge and will be fulfilled based on equipment availability.

Rush Fee/Services:

Orders received during show dates will incur a \$250++ rush charge and will be fulfilled based on equipment availability.

CANCELLATIONS: Customer must inform CAV of any cancellation in writing. Cancellations received during non-business hours/days shall be considered received upon the first business day after receipt. Cancellation of any order less than 7 business days of the scheduled installation will be billed at 100% of contracted price. Cancellation of any order less than 21 business days will be subject to a 50% of contracted price. Any nonrefundable deposits paid to suppliers or expenses incurred on behalf of the client will be billed to the client in full regardless of cancellation of this contract.

PRICES & AVAILABILITY: All prices and availability are subject to change without notice until this proposal is signed and required deposit is received. All equipment reservations and the scheduling of required technical personnel will be done on a tentative basis only until this proposal has been signed and required payment received.

EQUIPMENT: All equipment rental rates are daily unless otherwise stated. All proposals are subject to equipment availability upon confirmation. Any damage to equipment due to the negligence of the Customer, his staff or guests will be the responsibility of the undersigned (the Customer), who will be required to reimburse Carlson AV (CAV) for reasonable costs for repair or replacement. CAV guarantees all equipment is in good working order upon delivery. If a problem should occur, CAV must be notified as soon as possible, to correct the situation. CAV is not responsible for any problems reported after equipment rental period. Discounts are contingent upon adherence to payment terms. If payment in full is not received at least 72 hours prior to load in date, the discount is no longer valid. Non discountable items will be displayed with an (*) asterisk.

VENUE CHARGES: The following charges are beyond CAV control and may be applied by the venue: Electrical / Power, In-House Rigging, Security, Shadow Staff, Fire Marshal, and Fogger / Hazer Use Charges. CAV is not responsible for the above charges or any other venue imposed charges, unless stated in this proposal. These items if applicable will be billed separately by the venue or its agents.

ON-SITE ADDITIONS/CHANGES: Should additional equipment be required on show site which was not originally specified, all costs related to these additions or changes will be the responsibility of the Customer. These additions will not be subject to any applicable discount.

LIABILITY: CAV will use due care in processing and scheduling the work of the Customer, but it will be responsible only to the extent of correcting any errors which are due to the equipment operators and / or equipment of CAV. The liability of CAV with respect to this Agreement shall in any event be limited to the total compensation for the services provided under this Agreement and shall not include any contingent liability. The Customer further agrees that CAV will not be liable for any lost profits, or for any claim of demand against the Customer by any other party. In no event shall CAV be liable for consequential damages even if CAV has been advised of the possibilities of such damages.

OTHER: These prices do not include electrical orders from AmpRite Electrical Services Department.

WAIVER: No waiver of any provision of this agreement shall constitute a waiver of any provision hereof, nor shall any other waiver constitute a continuing waiver.

PAYMENT TERMS: All audio-visual and internet charges will be billed to the credit card provided. Should collection procedures become necessary, the Customer agrees to pay attorney fees, court and all other reasonable costs of collection.

Entire Agreement. This Agreement represents the complete agreement and understanding of the parties with respect to be subject matter Here in, and super- sedes any other agreement or understanding, written or oral. The Agreement may only be modified by a writing, signed by both parties.

Authorized Signature: _____

Company Name: _____

Date: _____



New York Marriott Marquis Shipping Instructions

Preparing Your Shipment

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names unless the items are specifically for their use (e.g., hotel specifications, rooming lists or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office business center at **212.575.5047**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)
c/o FedEx Office at New York Marriott Marquis
1535 Broadway, 7th Floor
New York, NY 10036
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center

New York Marriott Marquis
1535 Broadway, 7th Floor
New York, NY 10036

Phone: 212.575.5047

Fax: 212.302.2306

Email: usa5667@fedex.com

Operating Hours

Mon.–Fri.: 7:00 a.m. - 7:00 p.m.

Saturday: 8:00 a.m. - 5:00 p.m.

Sunday: 8:00 a.m. - 5:00 p.m.

Shipments With Special Requirements

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office with any specific questions in advance of shipping their items. If you have any special needs (e.g., refrigeration requirements, after-hours delivery requests or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

On-Site Package Delivery

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

Package Delivery to Guest Suites/Meeting Rooms

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



New York Marriott Marquis Shipping Instructions

Upon Your Arrival

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **212.575.5047** a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient’s signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Handling and Storage Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$4.00	\$7.00
0.0–1.0 lb.	\$4.00	\$7.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$25.00	\$30.00
30.1–40.0 lbs.	\$30.00	\$36.00
40.1–50.0 lbs.	\$35.00	\$42.00
50.1–60.0 lbs.	\$40.00	\$50.00
60.1–150.0 lbs.	\$55.00	\$66.00
Pallets & crates*	–	\$250.00 or \$0.80/lb. > 312 lbs.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5’ in size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

Package weights will be rounded up to the nearest pound.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250.00 or \$0.80/lb. > 312 lbs., which is applied to each pallet/crate handled.

Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



New York Marriott Marquis Decorator Package Shipping Instructions

DECORATOR SHIPPING INSTRUCTIONS

FedEx Office is proud to be a partner of New York Marriott Marquis in offering Guest Package Services on-site. This service includes receiving all inbound packages shipped to the hotel's physical address. FedEx Office staff is on-site in both the Business Center and the Parcel Office to meet the needs of the guests and employees of the hotel.

FedEx Office understands the role of the Decorator. As such, a customized workflow has been created to allow FedEx Office to effectively operate the parcel area of the property without impeding the work of the Decorator.

INBOUND PACKAGES

Two different options are available for every Decorator package arriving at the property's loading dock.

A. Immediate Release Packages

Provided that the Decorator is on the property and ready to take possession/custody of the packages upon their arrival, FedEx Office will complete an immediate release of the Decorator labeled packages to the Decorator as soon as packages are received from the carrier.

B. Received and Processed Packages

Any Decorator packages received and processed by FedEx Office that are stored overnight will incur applicable receiving fees. Payment by the Decorator will be required at the time of package release. As a sign of our partnership with Decorators, we are pleased to offer discounts of the retail handling fees assessed on processed packages.

To provide a seamless experience for guests, and reduce confusion regarding package locations, Decorators are encouraged to emphasize the off-site receiving address for event shipments. This workflow will avoid FedEx Office handling fees on Decorator packages delivered directly to the property.

OUTBOUND PACKAGES

FedEx Office is available to setup an outbound shipping desk within or near the meeting space to handle outbound shipments, as long as advanced notice and approval is provided during the event planning stages. Outbound handling fees apply to all outbound packages taken into possession by FedEx Office.

FedEx Office Business Center

New York Marriott Marquis
1535 Broadway
New York, NY 10036
Hotel Ext: 6641
Phone: 212.575.5047
Fax: 212.302.2306
Email: usa5667@fedex.com

Operating Hours

Monday–Friday: 7:00am - 7:00pm
Saturday 8:00am - 5:00pm
Sunday 8:00am - 5:00pm

Guest Package Office Hotel

Ext: 6147
Phone: 212.302.2030
Email: pm5667@fedex.com

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



New York Marriott Marquis Outbound Shipping Instructions for Events

HOW TO SCHEDULE OUTBOUND SHIPPING

A FedEx Office Team Member can be made available at the meeting room listed below to assist and accept outbound packages. During this time, shipping supplies will be available to support all of your packaging and shipping needs.

Meeting Room: _____

Date: _____

Start Time: _____ End Time: _____

Event Name: _____

Event Contact Name: _____

Contact Phone Number: _____

FedEx Office Guest Package Services

Hotel Ext: 6147

Phone: 212.302.2030

Fax: 212.302.2783

Email: pm5667@fedex.com

Business Center Ext: 6641

Business Center Phone: 212.575.5047

Email: usa5667@fedex.com

Operating Hours

Monday–Friday: 7:00am - 7:00pm

Saturday 8:00am - 5:00pm

Sunday 8:00am - 5:00pm

Follow these 4 steps to expedite the processing of your package

1. Complete a Shipping Airbill Form and be sure to include a FedEx account number, as well as your personal or business return address and not the address of the property.
Please note: Outbound handling fees are applied to all packages, regardless of carrier, and are assessed in addition to the shipping/transportation charges.
2. Ensure all of your packages are properly sealed.
3. Affix the carrier's airbill form to each outgoing package.
4. Take your package(s) to the FedEx Office processing area during the times listed above or to the FedEx Office Business Center during normal business hours.

Once you have completed the steps above, FedEx Office will process your package(s) into the FedEx Office Package Tracking System and securely store them until release to the carrier. Retain your tracking number(s) and you're all set! With FedEx Office Guest Package Services, it's that simple.

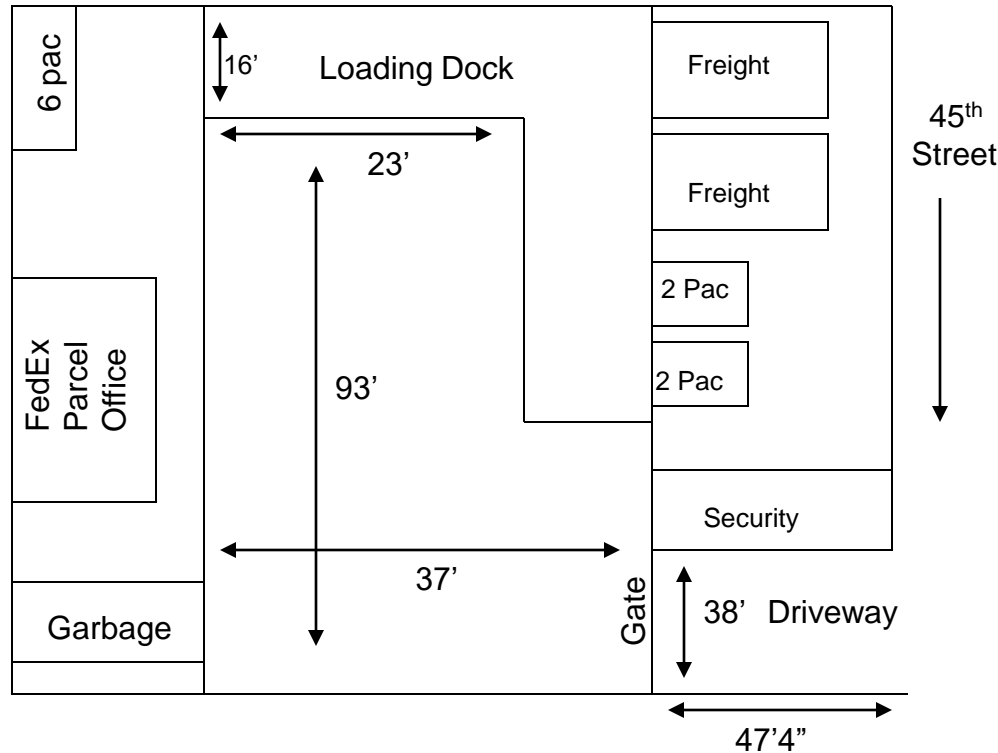
OUTBOUND HANDLING FEES

PACKAGE WEIGHT	DROP OFF BY GUEST	PICKUP BY FEDEX OFFICE
Envelopes up to 1.0 lb.	\$2.00	\$10.00
0.0 – 1.0 lb.	\$2.00	\$10.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$25.00
20.1 – 30.0 lbs.	\$20.00	\$35.00
30.1 – 40.0 lbs.	\$25.00	\$55.00
40.1 – 50.0 lbs.	\$25.00	\$55.00
50.1 – 60.0 lbs.	\$35.00	\$55.00
60.1 – 150.0 lbs.	\$35.00	\$70.00
Pallets & Crates*	\$250.00 or \$0.75/lb. > 333 lbs.	\$250.00 or \$0.75/lb. > 333 lbs.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250.00 or \$0.75/lb. > 333 lbs., which is applied to each pallet/crate handled.

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services.

NYCMQ LOADING DOCK



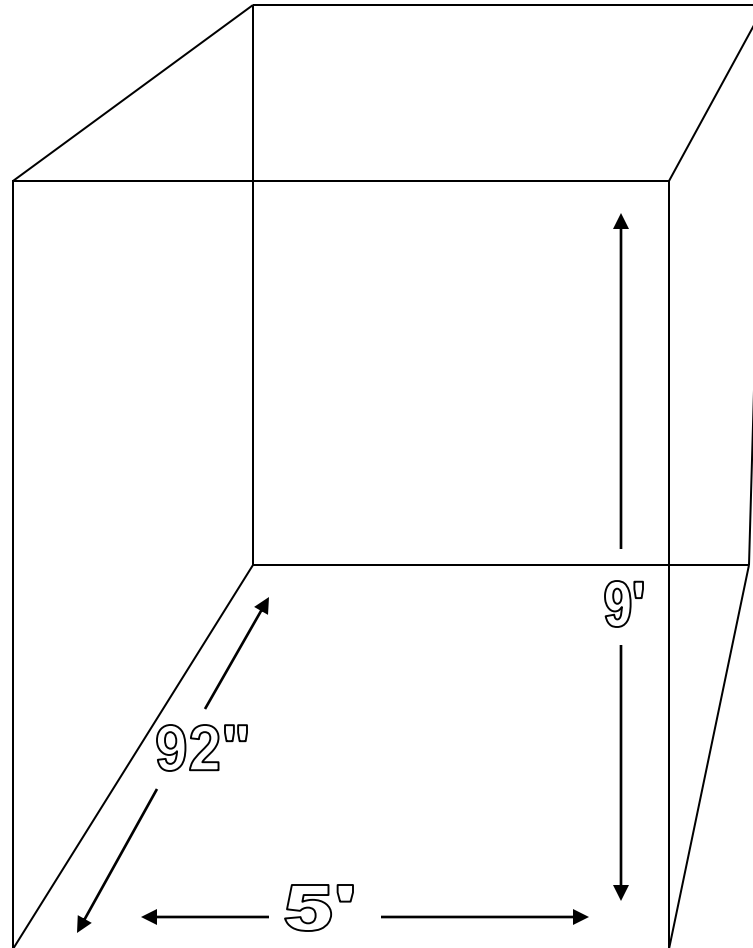
Gate height- 13'6"
 Dock Height- 9'
 Height from the ground to the dock- 3'5"
 50' truck with a short cab is the largest truck that will fit in the loading dock area

Loading Dock Operating Hours:

The loading dock is open 24 hours **with the following exceptions:**

<u>DAY</u>	<u>CLOSED</u>
Sunday	1pm-5pm and 8pm-10pm
Monday	Open all day
Tuesday	8pm-10pm
Wednesday	1pm-5pm and 8pm-10pm
Thursday	8pm-10pm
Friday	8pm-10pm
Saturday	1pm-5pm and 8pm-10pm

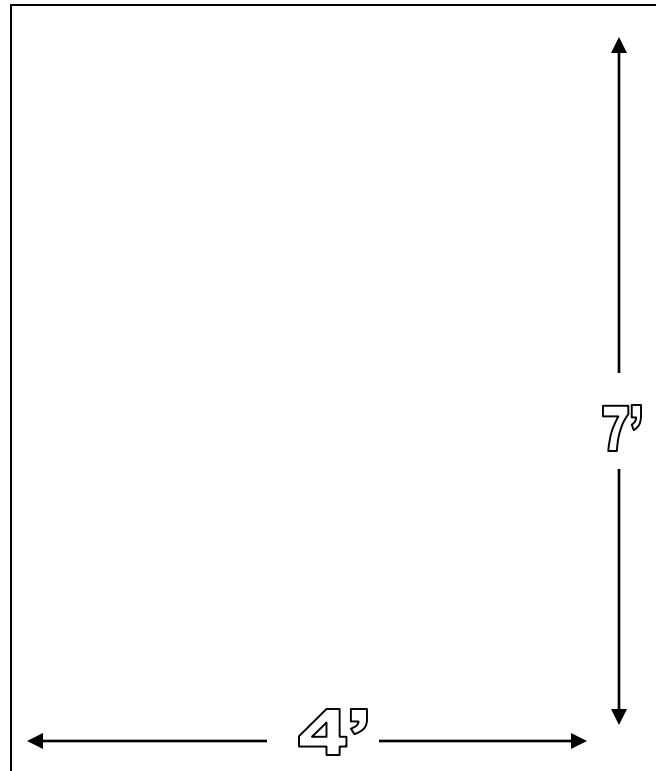
6 PACK - INSIDE



6 Pack elevators go to the 9th floor (Marquis Ballroom side only).

9th Floor - The hallway leading to the ballroom is 40" at it's narrowest point

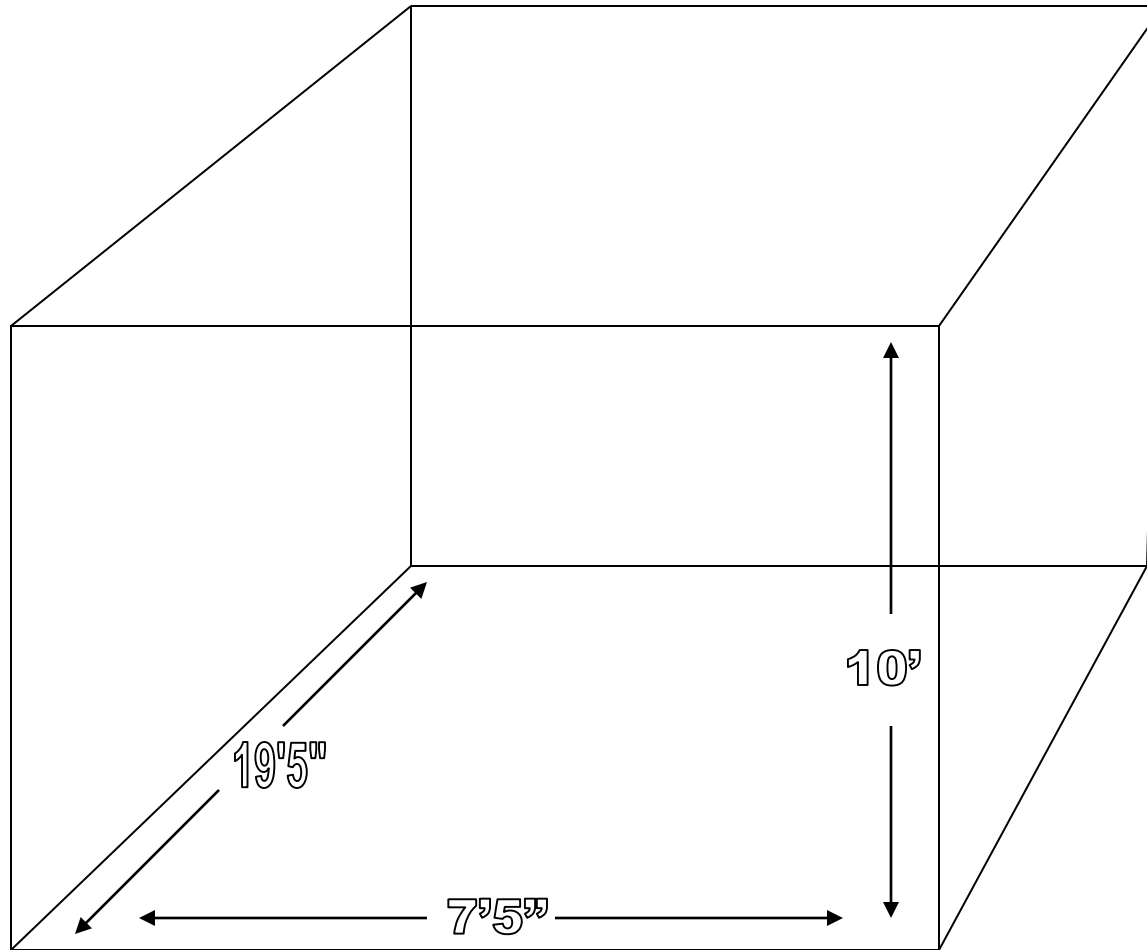
6 PACK ELEVATOR ENTRANCE



4,000lbs max per car - 6 Pack elevators go to the 9th floor (Marquis Ballroom side only)
9th Floor - The hallway leading to the ballroom is 40" at it's narrowest point

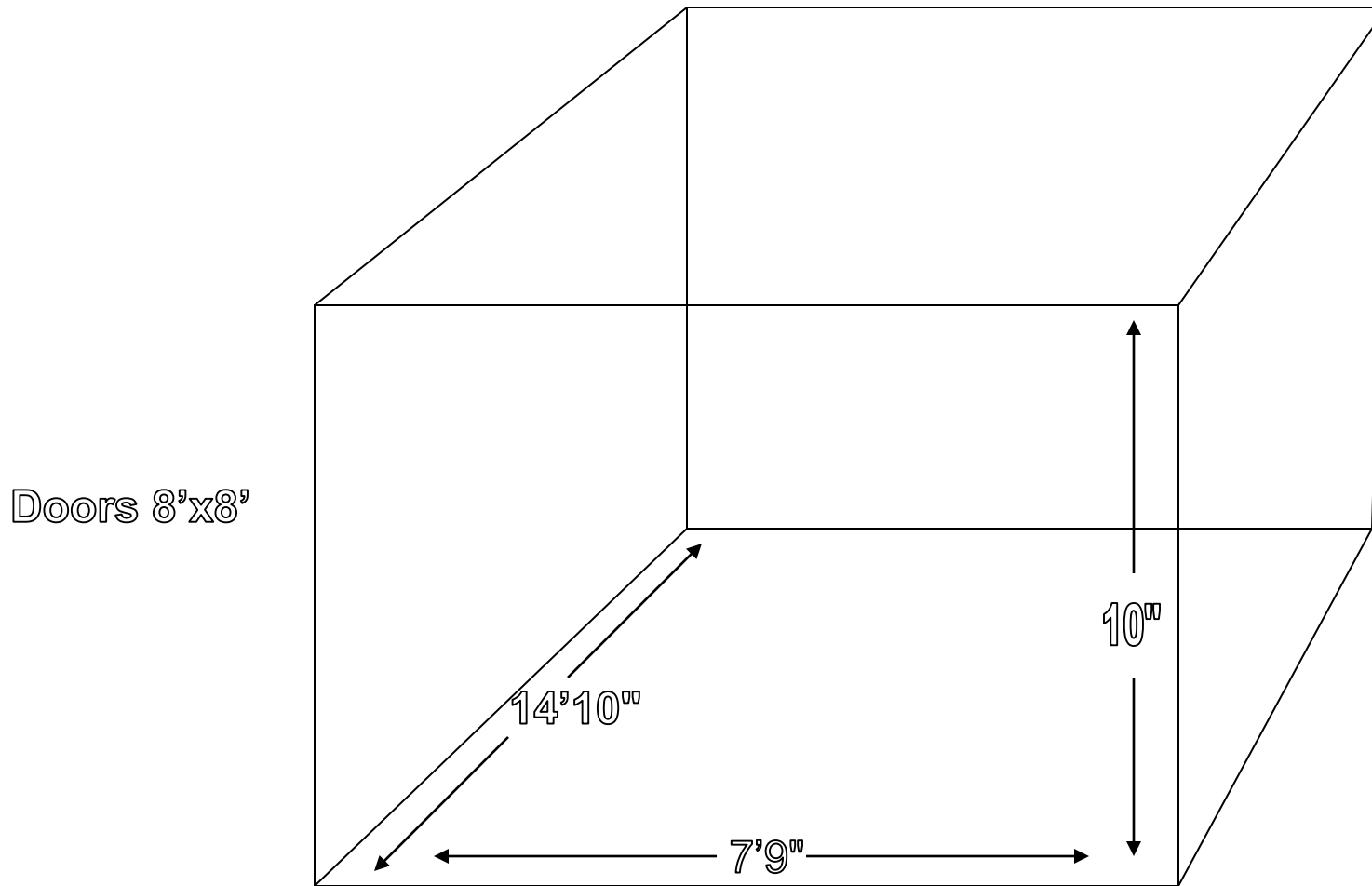
FREIGHT ELEVATOR – CAR 25

Doors 8'x8'



10,000lbs MAX – Freight elevators go from ground floor - 6th floor.

FREIGHT ELEVATOR – CAR 24

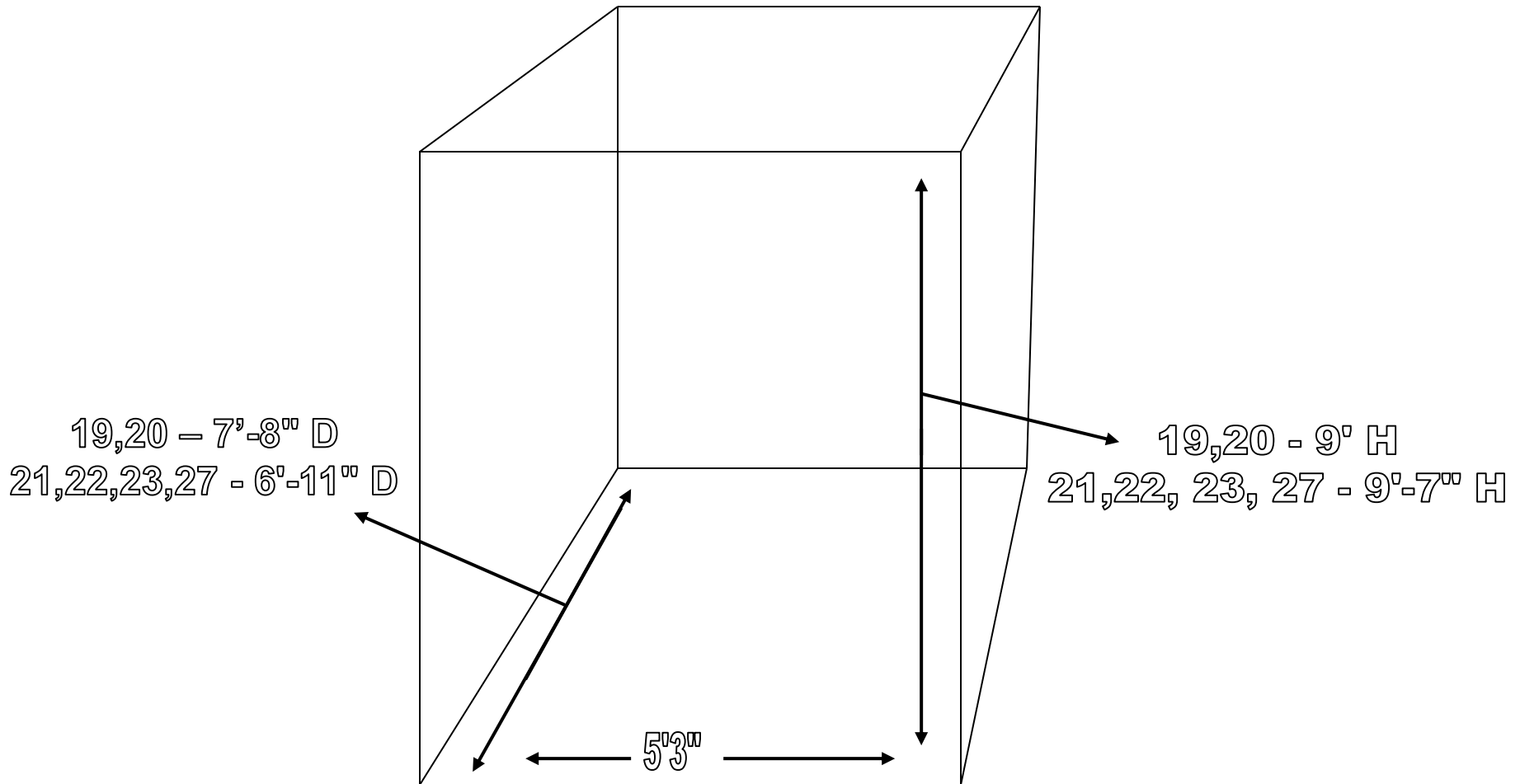


(FE 24 services -1, -2 as well)

8,000 lbs MAX – Freight elevators go from ground floor - 6th floor.

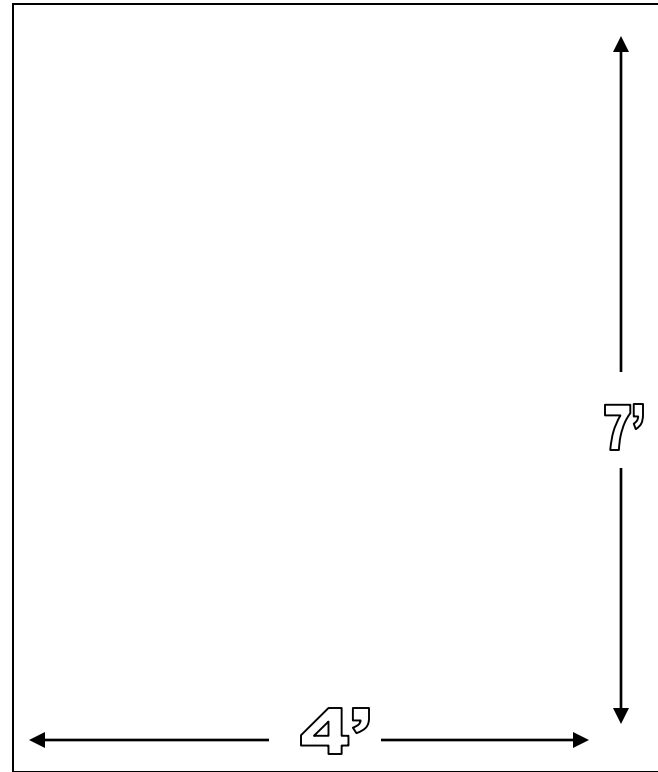
Single point load not exceed 2,000 lbs.

2 PACK ELEVATORS - INSIDE



2 Pack elevators go from the ground floor to the 8th floor

2 PACK ELEVATOR - ENTRANCE



19-20 Serve 1-8
21-22, 23,27 Serve 5-9

2 Pack elevators go from the ground floor to the 8th floor



EXHIBITOR CLEANING FORM

The New York Marriott Marquis understands that a clean booth is important to a successful show. To assist you, we offer a cleaning service which includes, vacuuming of your exhibit carpet and emptying wastebaskets.

Show Name:
Show Date(s):
Booth Number:
Company:
Contact Name:
Email Address:

Vacuum and General Cleaning at end of day

Cleaning Dates:	
Number of Booths	
Cost Per Booth	\$100.00
Number of Days	
Tax	8.875%
Total	\$ -

Special Instructions:

All orders must be pre-paid. Please return your cleaning form to eva.guzman-tigner@marriott.com and copy yajaira.serrata-corona@marriott.com. Once your cleaning form has been received you will be sent a secure credit card link. A confirmation email for the cleaning service will be sent to you once payment has been processed.

Signature/Date:

NEW YORK MARRIOTT MARQUIS ~ 1535 BROADWAY, NEW YORK, NY 10036
212-398-1900 Ext.6678 Fax: 212-704-8940

Phone: