



**MARRIOTT
FRANKLIN MARRIOTT COOL SPRINGS
CONFERENCE CENTER**

PACKAGE SHIPMENT INFORMATION

All packages should be shipped and INDIVIDUALLY labeled to the hotel with the following information:

**FRANKLIN MARRIOTT COOL SPRINGS
GROUP OR SHOW NAME
ATTENTION: (Registered Guest Name/Exhibitor with Check-in Date)
700 COOL SPRINGS BLVD.
FRANKLIN, TN 37067
HOTEL CONTACT NAME (If applicable)**

**Multiple boxes/containers should each be marked as follows:
"(Box number) of (total number shipped)". For example: *Box 1 of 4, Box 2 of 4***

SHIPPING POLICIES:

- 1) All packages sent should be labeled as listed above.
- 2) The hotel asks that shipments arrive no more than (3) days prior to the meeting or event. Shipments received earlier than (3) days prior will be assessed a \$25.00 per day storage fee.
- 3) Hotel will provide delivery to the event location on the date of set-up. The Registered Guest/Exhibitor will be asked to sign for all packages before they are released. The Registered Guest/Exhibitor is responsible for all unpacking and set-up of exhibit items.
- 4) At the conclusion of the meeting or event, the Registered Guest/Exhibitor will be responsible for all the dismantling, repacking and sealing of outbound shipments.
- 5) All outbound shipments will require completed shipping documents, including billing account numbers. Hotel will provide pick-up by designated shipping vendor.

INCOMING SHIPPING CHARGES:

(Charge includes receiving, storage, handling and outbound shipping)

Express Packs / Envelopes:	Complimentary
Box / Container under 25 pounds:	\$5.00 each
Box / Container 25 pounds or more:	\$10.00 each
Pallets / Freight Items:	\$50.00 each

All package charges can be placed on a guest room folio or paid for with credit card on-site.