

JW MARRIOTT 
RestaurantPoint[®] EAST 2019

INCOMING/OUTGOING SMALL PACKAGE SHIPPING PROGRAM

RestaurantPoint East is not a “trade show”, or “product display” type of Event. Materials sent to the Event must be of the size and scope to sit on top of the 30” round table provided for you in your designated One-on-One area and/or be easily transported, setup, and dismantled within the timelines established for your boardroom meeting setup and meeting. The Hotel does not have the capacity to receive or store large product displays, nor will this type of product be permitted in your One-on-One area. Rather, what we expect to see are primarily boxes of sales literature, give-away items, and some small product displays (again, that will fit on top of a 30” round).

JW Marriott Austin will manage our supplier in-coming packages and we have established a small package handling program with the Resort.

Suppliers should coordinate out-going package shipments with the Hotel’s Business Center, FedEx Office via carriers such as Federal Express, etc. The Hotel has assigned the **FedEx Office Business Center** as the designated area where only RestaurantPoint East shipments will be received and housed during the Event. **Alex Klotz**, FedEx Manager will manage this area and can be reached at alexander.klotz@fedex.com or at (512) 391-1816.

Package Handling

JW Marriott Austin agrees to receive and store packages as they are received from RestaurantPoint East participants who have completed and returned the Hotel Shipping Form (see page 3). JW Marriott Austin will store these packages in the hotel’s secured storage area and RestaurantPoint East participants may make arrangements for their packages to be delivered to their hotel rooms and/or the RestaurantPoint East One-on-One Meeting Area during the following hours:

- Saturday, September 28th from 4:00pm-6:00pm
- Sunday, September 29th from 2:00pm-7:00pm
- Monday, September 30th from 7:00am-1:00pm
- Tuesday, October 1st from 7:00am-6:00pm

RestaurantPoint East participants should send their packages to the following address **not** to arrive before **Thursday, September 26, 2019**:

TO: **JW Marriott Austin**
RestaurantPoint East 2019 / SUPPLIER COMPANY NAME
ATTN: GUEST NAME - Arrival date, Cell Number
ADDRESS: 110 East 2nd Street
Austin, Texas 78701

All packages will be held in the FedEx Loading Dock until they are delivered to the designated room or until they are picked up by the Supplier during the designated hours herein. In order to retrieve your packages, please contact the FedEx Loading Dock during business hours.

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Handling Fees

The JW Marriott Austin assesses handling fees as noted below. For your convenience, charges will be posted to the guest room. Charges will appear on your final room bill as Business Center.

Storage Fees

The hotel cannot store packages for more than three (3) days prior to or three (3) days after a program. A storage fee of \$25.00 per piece, per day (any size or weight), will be applied to all materials shipped earlier than three (3) working days prior to the events.

Due to storage space concerns, JW Marriott Austin will not be able to store your empty boxes for outgoing shipping needs on Tuesday.

For packages exceeding the 100-lb. weight limit, RestaurantPoint East participants are requested to contact Nikki.Rousseau@cpmgevents.com to receive instructions/pricing for special handling charges.

Other than the Storage/Handling fees, there will be no additional charges assessed for the delivery of these packages. Gratuities for the delivery of these packages to the designated areas will be at the guest's discretion. Guest must be present to provide signature.

All items are subject to the following storage/handling fees:

Inbound Packages	Receiving/Inbound
0 to 5 pounds	\$ 7.00 each
11 pounds and up	See prices below
11.0 to 20 pounds	\$11.25 Inbound/Outbound
20.1 to 30 pounds	\$15.00 Inbound/Outbound
30.1 to 61+ pounds	\$20.00 Inbound/Outbound
Crate/Pallet under 75 pounds	\$95.00 Inbound/Outbound
Shrink Wrapped Pallet	\$95.00 Inbound/Outbound
Crates over 150 pounds	\$150.00 Inbound/Outbound

Outbound Packages \$0.35 cents per pound

The Hotel will post this fee to the individual accounts of the sender. As mentioned, due to limited storage space, boxes can be accepted no more than three (3) working days prior to the meeting.

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Shipping notification required before any shipment will be accepted.

Completed form should be emailed to alexander.klotz@fedex.com

Packages not to arrive before **Thursday, September 26, 2019.**

Today's Date _____	Guest Name _____
Company Name _____	Guest Mobile # _____
	Guest Email _____

# Boxes Shipped _____	# Pallets Shipped _____
Tracking # _____	Tracking # _____

(TRACKING NUMBERS MUST BE PROVIDED FOR EACH ITEM SHIPPED)

Shipping Date _____	Arrival Date _____
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DELIVER TO:

<input type="checkbox"/>	Guest Room	
<input type="checkbox"/>	Meeting Room	Room Name _____
<input type="checkbox"/>	Hold For	Guest Name _____
	Date to Deliver	_____
	Time	_____

METHOD OF PAYMENT:

<input type="checkbox"/>	Bill Guest Room	Guest Name _____
		Hotel Confirmation # _____

<input type="checkbox"/>	Credit card	Contact Alexander Klotz at alexander.klotz@fedex.com who will provide a Unique Secure On-Line link for Payment. DO NOT INCLUDE A CREDIT CARD NUMBER ON THIS DOCUMENT
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