



## 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 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 will accept shipments only the preceding three (3) days before the event. Shipments received earlier than three (3) days before the event will be assessed a \$25.00 per day storage fee.
- 3) Hotel will provide delivery to the event location on the date of setup. Group Representatives/Exhibitors are responsible for all unpacking and setup of exhibit items.
- 4) At the conclusion of the show the Group Representative/Exhibitors will be responsible for all dismantling, repacking and sealing of outbound shipments.
- 5) All outbound shipments will require completed shipping documents, including billing account numbers. Hotel will provide pickup 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 for individual guests/exhibitors registered with the hotel will be placed on the guest room folio.
- All other package charges will be placed on the group master account.