



JW MARRIOTT

LAS VEGAS

SHIPPING INSTRUCTIONS

Preparing Your Shipment

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 three 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).

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. Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards

Group Shipments:

JW Marriott Las Vegas
C/O GUEST NAME / GROUP NAME /
EVENT MANAGER NAME
221 North Rampart Blvd.
Las Vegas, NV 89145
702-869-7777

Operating Hours

Monday – Friday: 6 am – 2 pm, holiday hours may be modified

Shipments with Special Requirements

Meeting and event planners, exhibitors and attendees are encouraged to contact your Event Manager in advance of shipping their items to JW Marriott Las Vegas with any specific questions. 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.

On-site Package Delivery

In most cases, our Banquet Captains will complete delivery or pickup of packages within the conference and meeting rooms. In cases where a drayage company or a meeting decorator is used, the Banquet Shipping 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 deco-

rator or drayage packages requiring overnight storage 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 team member dedicated to perform these additional services. Please note that 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, we will complete delivery or pickup of packages to guest rooms, but please consult with a team member for any specific delivery limitations that may exist. 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.

Upon Your Arrival

Packages will be available for pickup at the Front Desk or Conference 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 702-869-7777; 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, we require the package recipient's signature before a package can be released from the Front Desk. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon Your Departure

All outbound packages must have a completed carrier air waybill affixed to each package. 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 the Event Management Team, indicating when those items will be picked up. JW Marriott Las Vegas 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.



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LAS VEGAS

Package Weight	Package Fee
Envelopes up to 1.0 lb	\$7.00
0.0 - 1.0 lbs.	\$7.00
1.1 - 10.0 lbs.	\$10.00
10.1 - 20.0 lbs.	\$20.00
20.1 - 30.0 lbs.	\$25.00
30.1 - 40.0 lbs.	\$30.00
40.1 - 50.0 lbs.	\$40.00
50.1 - 60.0 lbs.	\$50.00
60.1 - 70.0 lbs.	\$50.00
70.1 - 80.0 lbs.	\$75.00
80.1 - 90.0 lbs.	\$75.00
90.1 - 100.0 lbs.	\$75.00
100.0+ lbs.	\$200.00
1/2 Pallet	\$250.00
Pallet	\$400.00

Package Weight	Storage Fee After 5 Days
Envelopes up to 1.0 lb	
0.0 - 10.0 lbs.	\$15.00
10.1 - 30.0 lbs.	\$20.00
30.1 - 60.0 lbs.	\$25.00
60.1 - 150.0 lbs.	\$40.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$60.00

Additional Service

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pick up or delivery points, or collecting and disposing of package 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 team member dedicated to perform these additional services. Please note that team members cannot lend out any moving equipment, which includes but is not limited to pallet jacks, dollies and flatbed carts.

Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient will 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 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 an additional terms and conditions that the Property may establish from time to time for receiving and delivering packages.