



Package Shipment Information

All packages should be shipped and INDIVIDUALLY labeled to the hotel as follows:

Nashville Airport Marriott

Group or Show Name

Attention: (Registered Guest Name with Check In Date)

600 Marriott Drive

Nashville, TN 37214

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 Representatives/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 from your event location and secure in our receiving department for 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:	\$ 6.00 each
Box/Container 25 pounds or more:	\$11.00 each
Pallets/Freight Items:	\$75.00 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.



Package Shipment Information

All packages should be shipped and INDIVIDUALLY labeled to the hotel as follows:

Nashville Airport Marriott

Group or Show Name

Attention: (Registered Guest Name with Check In Date)

600 Marriott Drive

Nashville, TN 37214

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 Representatives/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 from your event location and secure in our receiving department for 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:	\$ 6.00 each
Box/Container 25 pounds or more:	\$11.00 each
Pallets/Freight Items:	\$75.00 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.

On Site Exhibitor Utility Order Fo

Nashville Airport Marriott
600 Marriott Drive
Nashville, TN 37214

Attention: Stephen Histed/Event Technology
Phone: (615) 872-2939
Fax: (615) 889-9315

All Forms Should Be Returned Event Technology Via E-Mail at stephen.histed@marriott.com

Hand Written Forms May Be Faxed Back to your Event Technology Contact or the Fax Number Above

Please complete all the "Yellow" Shaded Area Including Contact Information, Equipment Required & Payment Information

Name of Event/Convention:		Show Dates:	
Exhibitor/Company Name:			
Onsite Contact:		Booth #:	
Billing Address:		Phone #:	
State:		Cell #:	
Zip Code:			
E-Mail Address:			

NOTICE

1. Orders must be received 7 days prior to installation.
2. Only signed and acknowledged orders can be serviced by hotel personnel.
3. Payment must be received 7 days prior to installation.
4. Hotel absolutely cannot guarantee satisfaction on orders received less than 5 days prior to required exhibit setup date.
5. Charges will be 25% higher on all orders received after arrival. Orders received after arrival are not guaranteed.
6. Charges for orders received may have to be increased if total show requirements exceed availability.
7. Other areas, including outside power, priced on request.

Quantity	Description	# Days	Unit Price	TOTAL
	Exhibit Booth Power (includes power strip and extension cord)		\$ 20.00	
	Additional Power Strip (must purchase Exhibit Booth Power)		\$ 10.00	\$ -
	Direct In Dial Phone Line with Phone (modem compatible)		\$ 100.00	\$ -
	Wireless Internet Connection (single IP address/device)		\$ 20.00	\$ -
	Wired (Cat-5) Internet Connection (single IP address/device)		\$ 100.00	\$ -
	50" Plasma Display Monitor		\$ 450.00	\$ -
	LCD Projector (3000 Lumens)		\$ 400.00	\$ -
	32' LCD TV on rolling stand or tabletop.		\$ 350.00	\$ -
	Blu-Ray Player		\$ 60.00	\$ -
	19" Flat Screen Computer Monitor		\$ 250.00	\$ -
	Tripod Sign Easel		\$ 15.00	\$ -
	Flipchart Kit with Pad & Markers		\$ 55.00	\$ -
	7' Tripod Screen		\$ 150.00	\$ -

*All pricing is subject to 25% taxable service charge and 9.25% sales tax.

*All pricing is a per day charge.

*All Direct Dial Phone Lines are subject to guest room toll charge rates.

*Pricing is valid through December 31, 2018

	SubTotal
	25% Service Chg
	9.25% Sales Tax
	TOTAL DUE

Billing Instructions

Option 1) Bill To Guest Room Please provide Guest Name/Confirmation #:

Option 2) Credit Card # and exp

Option 3) Check is Enclosed Amount: Check #:

Note: The Nashville Marriott assumes no liability for failure of electrical current, supply or output, and makes not warranties that the electric sources located at the hotel are suitable for any particular purpose. All items within the designated exhibit area are the responsibility of the exhibitor. The Nashville Marriott assumes no liability for any items that are left unattended within the exhibit area at any time.