



INCOMING/OUTGOING SHIPPING AUTHORIZATION FORM

Use this link to order any power or additional AV needs through Encore.
https://eventnow.encoreglobal.com/myevents/result/index/show_id/0b074d14-e8b6-ed11-83fe-0022482b2f78/

Cleveland Marriott Downtown
at
Key Tower
1360 West Mall Drive
Cleveland, OH 44114

From: _____ Phone Number: _____
(Shipper's Name- please print) (Shipper's Phone #)

To: _____ Phone Number: _____
(Receiver's Name/Company, please print) (Receiver's Phone #)

City/State/Zip Code: _____

MARRIOTT CORPORATION IS NOT RESPONSIBLE FOR ANY THEFT OF, AND/OR DAMAGE TO, CONTENTS INSIDE PARCEL DURING SHIPMENT. ALL OUTGOING PARCELS MUST BE SEALED AND LABELED WITH THE ACCOUNT NUMBER

BILLING

Shipping charges will be billed to guests' accounts. Guest shipping through the hotel must provided Hotel Contact with completed, accurate shipping labels and any necessary paperwork.

Guest Name (Print): _____ Guest Signature: _____

Room/Account #: _____ Date: _____ Time: _____

SHIPPING DETAILS

Type of Parcel (circle one): Letter Package Box Tube Pallet Other (specify below)

Other: _____

Method of Shipment (FedEx, UPS, etc): _____

Speed of shipment (overnight, 2nd day, ground, etc): _____

Number of Parcels: _____

Insurance value (per parcel for all parcels): _____

Tracking Number/Airbill: _____



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PARCEL TYPE & HANDLING/PROCESSING FEE (PER ITEM)*

Letter envelopes (\$10)	_____
Parcels under 50lbs (\$25)	_____
Parcels 51-75lbs (\$50)	_____
Parcels over 76lbs (\$75)	_____
Display Box, Poster Box, and Large Tubes (\$30)	_____
Display Cas (\$40)	_____
Crates up to 150lbs (\$100)	_____
Crates over 150lbs (\$150)	_____
Pallets 0-1000lbs (\$200)	_____
Pallets 1001-1500lbs (\$250)	_____
Pallets 1501-2000lbs (\$300)	_____

**Above charges include storage for up to three (3) days*

MISCELLANEOUS CHARGES

\$150/per day after three (3) days of complimentary storage	_____
Courier Charge for Parcel(s) shipped via hotel account	_____

TOTAL CHARGES _____