



IN BOUND PACKAGE HANDLING AND STORAGE FEES

Should you be shipping boxes for your meeting, they must be addressed as noted below. Due to limited storage space, shipments may not arrive any earlier than five days prior to the group’s arrival.

Please follow these guidelines when shipping packages to the JW Marriott Chicago. In addition to the required FedEx and UPS labels, the JW Marriott identification form should include the info below on each box. (Identification label included on the following page)

Your Name (or person or guest claiming package)
Organization Name(s) and dates of function
JW Event Manager’s Name
151 West Adams Street
JW Marriott Chicago
Chicago, IL 60603

IN BOUND PACKAGE RECEIVING AND HANDLING CHARGES:

Hotel’s 2018 Package Receiving and Handling charges are as follows for incoming boxes and materials:

FedEx and UPS Letter envelope size	Complimentary
Light package up to 2 lbs	\$5.00
Packages up to 5 lbs	\$10.00
Packages between 6-20 lbs.	\$15.00
Packages between 21-49 lbs.	\$25.00
Packages or Display cases over 50 lbs.	\$60.00
Skids/Pallets	\$250.00

OUT BOUND PACKAGE HANDLING CHARGES:

Flat Rate handling charge per package	\$15.00
Handling International Packages (add to prices listed above)	\$10.00

Following your event, the Package Room can provide pickup service from your guest room or meeting space with a 45 minute pickup time during business hours. The handling fees listed above will apply for pick up per box.

The hotel’s loading dock is available: (street level garage entrance)

Monday - Friday	7:00am - 7:00pm
Saturday	7:00am - 1:00pm (advanced notice only if extended hours are necessary)
Sunday	Advance notice required.

Mike Fleming | Business Center Manager
151 West Adams St. | Chicago, IL 60603
Mike.Fleming@encore-us.com | 312-660-8861 | 312-660-8272



JW MARRIOTT

CHICAGO

ENCORE BUSINESS CENTER

To ensure that your packages accurately reach their intended destination at the JW Marriott, we ask that you fill out the required information in the frame below. Tape this form in a visible position on your package. Upon arrival, you can contact the Package Room at ext. 8272 to make arrangements for the delivery of your packages to your meeting rooms. This label does not replace the shipping label required by FedEx, UPS, or any other carrier.

Please attach this form to each box being shipped to the hotel.

Please ship all boxes to the following address:

JW Marriott Chicago
151 W. Adams St.
Chicago, IL 60603


JW MARRIOTT
CHICAGO

Name of Group _____

Event Name _____

Contact On Site _____

Total Number of Boxes Sent _____

Hotel Event Manager _____

Date of Function _____

Special Handling Instructions _____



CLIENT/EXHIBITOR INFORMATION

NOTE: ALL SECTIONS MUST BE COMPLETED

Master Event _____

Your Group/Organization _____ Booth # _____

Dates of Event _____ Requested by _____

On-Site Contact _____ Requestor Phone # _____

On-Site Cell# _____ Requestor Fax # _____

On-Site Email _____ Requestor E-mail _____

Type of Card Amex Visa Mastercard Diners Club
(Sorry, we do not accept Discover)

Cardholder name _____

Card holder address _____

City _____ State _____ Zip _____

Card # _____ CVV Code _____ EXP _____

Total estimated Encore charges (from page 3) \$ _____ Phone # _____
(Handling and Receiving charges TBD)*

I, [PRINT] _____, hereby authorize Encore Event Technologies to post the charges listed above, as well as any and all handling and receiving charges to my credit card. My signature confirms that I understand and agree to the Terms and Conditions outlined in this document. *All orders are subject to a 25% Service Charge, setup labor, and applicable taxes.

Authorized Signature _____ Date _____

A legible copy of credit card front and back must accompany this form. If you claim sales tax exemption in this state, please furnish a copy of your tax-exempt certificate with your order form must be received prior to the start of the event. Please complete form and return via email to: Mike.Fleming@encore-us.com

<p>For Encore use only: Order/Invoice Number _____ Initials _____</p>
