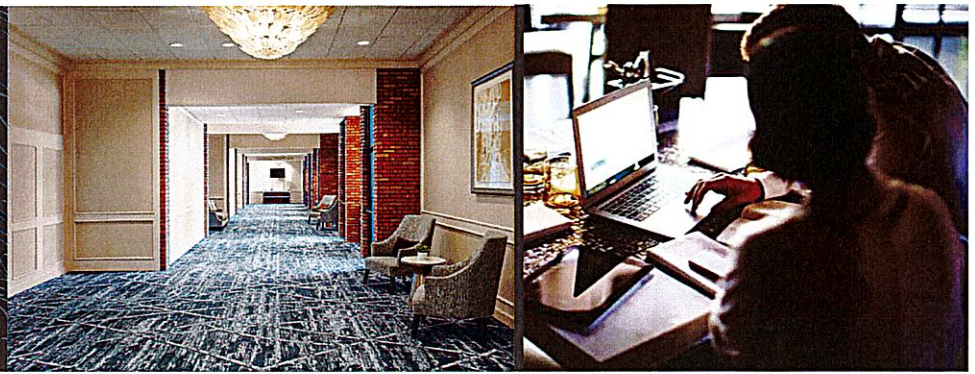




10 MARRIOTT DRIVE | LINCOLNSHIRE, IL 60069  
847.634.0100  
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## PACKAGE SHIPMENT INFORMATION

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

**Marriott Lincolnshire Resort**

**Group or Show Name**

**Attention: (Registered Guest Name with Check In Date)**

**Ten Marriott Drive, Lincolnshire, IL 60069**

**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.
- 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, and delivery to meeting space)

Small Packages, 12"x 12" or smaller: Complimentary

Medium Packages, 22"x 16": \$10.00 each

Large Packages, 28"x 22": \$15.00 each

Anything larger than 28"x 22": \$20.00 each

Pallets/Freight Items: \$75.00 each

Loads larger than 10 pieces: Negotiated Flat Rate



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## CREDIT CARD AUTHORIZATION FORM

Guest name: \_\_\_\_\_

Company/ Group or Event Name: \_\_\_\_\_

Reservation Confirmation Number: \_\_\_\_\_

Arrival or Event Date(s): \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip/ Country: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

## BILLING INFORMATION

I hereby authorize charges for the receiving and storage of parcels be billed to:

Guest Room

Credit Card

*A secured Sertifi credit card link will be emailed to obtain any payment information.*

Please fill out and return the above form to the contacts listed below.

For any questions or further assistance, please contact:

**Stacey Freeman** | Senior Event Manager  
Stacey.Freeman@ChicagoMarriottLincolnshire.com

**Vince King** | Director of Loss Preventions.  
Vince.King@ChicagoMarriottLincolnshire.com