

## **INDIANAPOLIS VENDOR SHIPPING INFORMATION**

**PACKAGE SHIPPING AND RECEIVING** The customer is responsible for all arrangements and all expenses associated with the shipping of materials, merchandise, exhibits or any other items to and from the hotel. The hotel must be notified in advance of any consignments shipped to the hotel should include: Group Name and Event Name, Name of person(s) authorized to pick up package, Indianapolis Marriott East, 7202 E. 21st Street, Indianapolis, IN 46219. Storage rental fees and delivering fees will be imposed if the items are delivered prior to the scheduled function as followed: Boxes 1-15 Pounds \$3.00 Each Boxes 15-30 Pounds \$5.00 Each Boxes 30-100 Pounds \$10.00 Each Oversized Boxes \$15.00 Crates \$25.00 Equipment of any Type \$25.00 Storage of any boxes more than 7 days prior to conference: \$10.00 per box.

Delivery of amenities to Guest Rooms will be \$3.00 per room. The Hotel is not responsible for damage or loss of any items delivered to the Hotel prior to any function, or of any items or packages left on the property after group departs. Upon request, items left on the premises after departure will be returned to the customer at the customer's expense.