

Package Shipment Information

**All packages should be shipped and INDIVIDUALLY labeled to the hotel with the following information:**

**FRANKLIN MARRIOTT COOL SPRINGS**

**GROUP OR SHOW NAME**

**ATTENTION: (Registered Guest Name/Exhibitor with Check-in Date)**

**700 COOL SPRINGS BLVD.
FRANKLIN, TN 37067**

**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 asks that shipments arrive no more than (3) days prior to the meeting or event. Shipments received earlier than (3) days prior will be assessed a $25.00 per day storage fee.
3. Hotel will provide delivery to the event location on the date of set-up. The Registered Guest/Exhibitor will be asked to sign for all packages before they are released. The Registered Guest/Exhibitor is responsible for all unpacking and set-up of exhibit items.
4. At the conclusion of the meeting or event, the Registered Guest/Exhibitor will be responsible for all the dismantling, repacking and sealing of outbound shipments.
5. All outbound shipments will require completed shipping documents, including billing account numbers. Hotel will provide pick-up by designated shipping vendor.

Incoming Shipping Charges:

(Charge includes receiving, storage, handling and outbound shipping)

 Express Packs / Envelopes: Complimentary

 Box / Container under 25 pounds: $5.00 each

 Box / Container 25 pounds or more: $10.00 each

 Pallets / Freight Items: $50.00 each

All package charges can be placed on a guest room folio or paid for with credit card on-site.