

EXHIBITOR SHIPPING AND RECEIVING FORM

Name of Conference: _____

Date of Conference: _____

Company Name: _____

Exhibitor Contact Name: _____ Telephone #: _____

E-Mail Address: _____

City: _____ State: _____ Zip Code: _____

- All boxes must be labeled as follows:
 - Exhibitor/Company Name and Booth Number
 - Main Event Name, Date of Event
 - Box 1 of #
 - c/o: Event Manager and on-site client name
 - Renaissance Boston Waterfront Hotel
 - 606 Congress Street
 - Boston, MA 02210
- All boxes should arrive no earlier than 3 days prior to the date of your event. There is limited storage area in our shipping and receiving department.
- Box receiving and storage pricing is as follows and is based on weight **per box**:
 - 1-5 lbs \$5.00 per box
 - 5-20 lbs \$7.00 per box
 - 21-50 lbs \$15.00 per box
 - 51+ lbs \$35.00 per box
 - Case or trunk \$35.00 per case/trunk
 - Pallet \$100 each

Method of Payment:

Please e-mail this completed form to BostonRenaissanceEventManagers@marriott.com and we will e-mail you a secure link to submit your credit card information.