

# SHIPPING INFORMATION

Package Handling & Storage: We are pleased to accept and store all boxes and shipments required for scheduled meetings/programs according to the following policies:

All boxes must be labeled with group name (ASR 38<sup>th</sup> Annual Meeting), date of program (September 14-16, 2022), group on-site contact (who is attending from your company) as well as the Catering or Convention Service Representative (Carlos Carrillo) in charge of your meeting/program.

Notify your Catering or Convention Service Representative (Carlos Carrillo - [carlos.carrillo@marriottlajolla.com](mailto:carlos.carrillo@marriottlajolla.com)) of any shipments to the hotel at a minimum of (7) working days (September 5<sup>th</sup>) prior to the meeting/program.

Charges incurred shall be applied to the receiver of material(s) and charges placed on the individual guest room account. If not staying at the host hotel, arrangements will need to be made with (Carlos Carrillo) for an alternative payment method. These charges cover the cost of labor, processing, receiving, tracking, storing, and delivering. All packages will be held until a payment method has been confirmed.

The price for receiving will be based on pounds and will include storage. If storage exceeds (3) days, a \$25 per item/day storage fee will be added. If it exceeds 10 days, a \$50 per item/day storage fee will be added.

The weights will be taken off the FedEx, UPS or DHL boxes and any other delivery carrier.

## PACKAGE HANDLING FEES (IN/OUT):

0 to 5 pounds	\$6.00 each
6 to 20 pounds	\$12.00 each
21 to 50 pounds	\$25.00 each
Over 50 pounds	\$50.00 each
Crates	\$100.00 each
Pallets	\$150.00 each

72-hour storage maximum, pre- and post-meeting/program

# SHIPPING INFORMATION

## REQUIRED FORMAT FOR SHIPPING LABEL

Name of Company shipping

Name of on-site contact (this will be the person that will be looking for the shipment from your company)

La Jolla Marriott Hotel

4240 La Jolla Village Dr

La Jolla, CA 92037

Hold for: ASR 38<sup>th</sup> Annual Meeting

Box(es) \_\_\_\_\_ of \_\_\_\_\_ (Multiple boxes MUST be numbered – this will help the hotels shipping department locate all the boxes)

Name of Hotel Catering/Convention Service Manager: Carlos Carrillo

## PLEASE BRING ALL TRACKING NUMBERS WITH YOU

The shippers return address should include the shippers name, address, and PHONE number.

Multiple packages within a single shipment should be numbered in sequence (i.e., 1 of 3, 2 of 3, 3 of 3). It is helpful to you, the shipper, to make note of individual package contents so that careful records of all materials may be maintained, and the sender alerted in the event of damage or non-receipt.

Heavy box(es) over 50 pounds should be identified so that staff can avoid injury while lifting them.

Send shipping information in writing to Carlos Carrillo - [carlos.carrillo@marriottlajolla.com](mailto:carlos.carrillo@marriottlajolla.com) Be specific regarding the # of boxes shipped, point of origin (company/city), how they were shipped, when they are to arrive and when they should be delivered once they arrive, the size, weight, and relative condition of the box(es) and any other helpful information in order that we can properly handle your shipment.

The hotel will not assume or accept any responsibility for damage to or loss of any merchandise or articles left in the hotel prior to, during, or following the customer's function. This includes items arranged with or provided by an outside vendor and boxes or items shipped to the hotel. Also, vendor vehicles should not be left in the loading area for any duration beyond the time allotted for loading and unloading.

## AFTER EVENT

Any box(es) to be shipped out of the hotel must be properly packaged and labeled with the shipping address, return address, and method of payment on your departure date.

Any materials left behind without shipping instructions will be discarded (3) business days after your departure date.