

## Shipping Information

The hotel will accept packages three days prior to your event. Items being shipped for your event should be labeled as follows:

Your Name  
c/o Group Name and Event Dates  
Hotel Contact/Event Manager's Name  
Raleigh Marriott City Center  
500 Fayetteville Street  
Raleigh, NC 27601

\*Please label boxes in numerical sequence (i.e. 1 of 3, 2 of 3, etc.)

Please note the following package handling charges will apply for all packages the hotel receives on behalf of your event:

(per item)

- Under 50 pounds = \$5.00
- 50 - 75 pounds - \$10.00
- Over 75 pounds - \$20.00
- Display Cases - \$30.00
- \*Pallets - \$75.00
- \*Crates - \$150.00

\*Pallets/crates larger than 1,500 pounds will not be accepted by the Hotel

In the event packages arrive to the hotel prior to the (3) day allocation, a daily charge for each package received will apply according to prices listed above. All package charges will be added to the group's master account balance. Please be sure to notify your event manager of any packages arriving on behalf of your event.

We look forward to welcoming you and your guests to the Raleigh Marriott City Center!



**Marriott Raleigh City Center**  
**500 Fayetteville Street**  
**Raleigh NC, 27601**