



**MARRIOTT
FRANKLIN
COOL SPRINGS**

Package Shipment Information

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel. Failure to do so may result in deliveries being refused or materials being unavailable when required.

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage.

To ensure proper storage and delivery of boxes in a timely manner any materials being sent to the hotel must be marked individually as follows:

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

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