



## VENUE CONTACT

- Tarrah Brewsaugh  
Event Manager  
O: 410-691-4507 | C: 410-946-7656  
[Tarrah.Brewsaugh@marriott.com](mailto:Tarrah.Brewsaugh@marriott.com)

## AV CONTACT

- LaMar Lynch  
Director, Event Tech II | Encore  
410-870-9143  
[Lamar.Lynch@Encoreglobal.com](mailto:Lamar.Lynch@Encoreglobal.com)

## PARKING

- Daily Self-Parking: Complimentary | Overnight \$10

## ROOM BLOCK

- [Book your group rate for FutureCon](#)
- Last Day to Book: Monday, January 12, 2026

## SHIPPING INSTRUCTIONS

### Incoming Packages

- Please complete the [Shipping and Receiving Procedure Form](#) in Sponsor Resource Center and submit to both [yayah.sesay@marriott.com](mailto:yayah.sesay@marriott.com) and [tarrah.brewsaugh@marriott.com](mailto:tarrah.brewsaugh@marriott.com)
  - A secure credit card link will be sent separately in follow-up to ensure payment arrangements are made for all packages shipped. This may also be charged to guestroom by request.
- Receiving/Processing/Handling fees are as follows:
  - Envelope/Letters: Complimentary
  - Packages under 5lbs: \$3.00 each
  - Packages 6-15lbs: \$5.00 each
  - Packages 16-30lbs: \$10.00 each
  - Packages 31-50lbs: \$15.00 each
  - Packages over (oversize) 51lbs including pallets: \$75.00 each

- Incoming packages arriving more than two (2) days in advance will be assessed a \$5 per day storage fee beginning on the third day.
- Please address all packages as follows:
  - C/O Tarrah Brewsaugh  
**HOLD FOR FUTURECON - (Name of Company)**  
BWI Airport Marriott  
1743 West Nursery Road  
Linthicum, MD 21090

### **Outgoing Packages**

- Package, seal, and label all outgoing packages. Schedule pickup arrangements with shipping carrier for next day. Leave on empty booth tables.