

Shipping and Receiving Procedure



Join Marriott Bonvoy and receive 2 complimentary packages
Scan QR code or enroll at www.joinmarriottbonvoy.com/bwiap

Receiving

Packages will be held in a secured storeroom under the control of the Security Team. A handling fee will be charged for all types of packages.

Pallets, crates, display cases, and other objects can be scheduled for delivery by speaking with a member of our Security team at 443-202-3493 or 410-622-4972. Packages and/or deliveries arriving two (2) or more days in advance are subject to a storage fee.

Shipping

All outbound packages must have a completed carrier air bill affixed to each package. The hotel does not pack items to be shipped. Shipping services can be provided with applicable fees. Pick-ups are performed daily by all major delivery services (FedEx Express, UPS, and USPS).

Any other couriers are to be scheduled by the sender (including the FedEx Ground or Home). Packages being picked up by third party couriers will need to be coordinated and communicated to the hotel. Outbound storage fees will be applied to each parcel following one (1) day awaiting pick up.

Terms & Conditions

All package related charges will be posted to accounts upon arrival. Shipper is responsible for compliance with all applicable local, state and federal laws.

The hotel does not provide any insurance for packages or contents being received or shipped via the hotel. The hotel and its associates assume no liability for damages, undeliverable or lost parcels which occur prior to receiving. All claims related to these matters are to be addressed directly with the courier. By shipping or receiving parcels via the hotel, the shipper agrees to all terms and conditions.

Incoming packages arriving more than two (2) days in advance will be assessed a \$5 per day storage fee beginning on the third day. Outgoing packages that are stored with the shipping department which do not go out within one (1) day will be charged a \$10 per day storage fee beginning on the second day.



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Order Form

Name: _____

Company: _____

Address: _____

Phone: _____ Email: _____

Please complete the section below and return to the hotel.

Receiving and Processing

Handling fee	Number of Items	
Packages under 5lbs \$3.00 each	Number of Items	
Packages 6-15lbs \$5.00 each	Number of Items	
Packages 16-30lbs \$10.00 each	Number of Items	
Packages 31-50lbs \$15.00 each	Number of Items	
Packages over 51lbs \$75.00 each	Number of items	
Miscellaneous:		
Total # of Regular Boxes		
Total # of Large/ Oversized Boxes		
Total # of Pallet (s)		
Total # of Crate (s)		
Storage Fees (if applicable)		\$
Total Cost		\$

Please bill my room or the group master account _____ on file with the BWI Airport Marriott for any charges.

I authorize the hotel to post these charges to master account above with the BWI Airport Marriott.

Process credit card authorization via Sertifi.

I understand that handling fees will apply for each item.

I understand that the handling fees are in addition to the normal shipping charges if items are being shipped on

Signature: _____ Date: _____

L.P. Officer/ Front Desk Agent Name _____