

Estimated Value: Rooms _____ F&B _____

Credit Department Use Only:

Approved: _____ Not Approved: _____ Credit Mgrs. Signature: _____

Date/Comments: _____

STORAGE / HANDLING RATES FOR INCOMING PARCEL

Rev. 5/04

The following are guidelines and rates for incoming parcel received by the Shipping & Receiving Department for the Kansas City Marriott Downtown.

Name of Guest and Meeting or Convention: _____

Items to be delivered: (Boxes, Crates, Booths, etc.) _____

Number of Items to be delivered: _____

Freight Company Used: (UPS, Fedex, Yellow Frt., etc.) _____

Date of Delivery: _____ Location / Shelf # _____

Rate Information:

Crates - (1 ft. - 5 ft.), per crate	\$50.00
Crates - (6 ft. and up), per crate	\$75.00
Boxes	\$5.00 / Box (regardless of size or weight)
Booths	\$15.00 / Booth (regardless of size or weight)
Trunks	\$15.00 / Trunk (regardless of size or weight)
Hotel Truck Usage	\$75.00 - Flat rate, per load*
Skids	\$75.00 / Per skid
* - Items must fit on hotel truck	Total Charge: _____

Receiving Note:

Deliveries must not be more than 3 days before the date of Meeting or Convention. An additional handling and storage fee of \$10.00 / day will apply if these conditions are not met.

Please Read:

The Kansas City Marriott Downtown coordinates with Shipping and Receiving to accommodate our guests who utilize these facilities. The KC Marriott assumes no liabilities for items damaged or lost while in transient to the hotel. All discrepancies will be annotated on the shipping form upon being received at the hotel.

Signature: _____ Date: _____

(Signature indicates acceptance of all above terms)

*For any questions or inquiries, please contact Darnell Rentie, Shipping & Receiving Manager,
at (816) 421-6800, Ext. 4636*

Guest Room No. _____

Credit Card No. _____ Exp. Date _____

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