



## Indianapolis Marriott Downtown Shipping & Handling Pricing

### Shipping and Handling Fees for Incoming Packages

| Package Type                      | Price         |
|-----------------------------------|---------------|
| Letter/Flat                       | \$2.50        |
| Small Package (Less than 20lbs)   | \$5.00        |
| Large Package (20 lbs or greater) | \$10.00       |
| Display Case                      | \$35.00       |
| Shrink-Wrapped Pallet/Skid        | \$75.00       |
| Crate over 500 lbs                | \$150.00 each |

### Handling Fee for Outgoing Packages

*\*Packages must have completed shipping labels*

| Package Type | Price  |
|--------------|--------|
| All          | \$5.00 |

### Label and Ship To:

Name of guest that is RECEIVING the package at the hotel \*mandatory\*  
Organization/exhibitor shipping the materials  
Conference/meeting name that the materials are arriving for  
C/O Marriott Indianapolis Downtown  
350 West Maryland Street  
Indianapolis, IN 46225

### Shipping Display Materials

- Materials may be shipped via a carrier of your choice. Return shipping must be pre-arranged by carrier.
- All packages being sent to the hotel should include a full return address including the shipper's name.
- If shipping multiple boxes, in lower left corner, identify boxes: 1 of 4; 2 of 4; 3 of 4, etc.
- Hotel staff will receive items 3 days prior to event.**
- All packages will be delivered to exhibit booths on the day of setup.
- Fedex and UPS carriers do not need to be contacted directly by the guest for outgoing mail if the mail is outgoing for Monday – Friday. If mail is outgoing for Saturday or Sunday, guest will need to contact the carrier directly and make arrangements (IMD is not responsible for making these arrangements).
- All other carriers (excluding Fedex and UPS) will need to be directly contacted by the guest in order send outgoing mail. Indianapolis Marriott Downtown will not be responsible for making these arrangements.