



## Shipping and Receiving Instructions And Authorization Form

All packages received and shipped by the Bethesda North Marriott Hotel and Conference Center team will incur a handling fee. Packages may arrive to the Hotel up to three days prior to your scheduled event and must be picked up, by the carrier of your choice, no later than two days after your event. Packages in the Hotel's possession outside of this specified number of days will incur a storage fee.

The Bethesda North Marriott Hotel and Conference Center's Shipping and Receiving Department is open Monday-Friday from 8:30am-5:00pm. Requests for the delivery or drop off of packages outside of these hours are subject to additional handling fees of \$10.00 per package.

To arrange for packages to be shipped, delivered, or picked up from the Bethesda North Marriott Hotel and Conference Center please call our Shipping and Receiving Department at 240-426-0995. This form must be faxed to our Hotel, attention: Shipping and Receiving Department prior to your packages arriving. Our Hotel fax number is 301-822-9201.

### Cardholder Information

Name as it appears on the credit card: \_\_\_\_\_

Card Type:  Visa  MC  Amex  Discover  Other:

Account Type:  Individual  Corporate Company Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number/Fax: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number/Fax: \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Event Manager: \_\_\_\_\_



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**Handling Fees:**

0 – 5 lbs	\$5.00
6 – 20 lbs	\$10.00
21 – 50 lbs	\$30.00
51 – 75 lbs	\$50.00
76 – 100 lbs	\$70.00
Over 100 lbs	\$70.00 + \$.40 per pound, per item
Pallets/Crates	\$200.00

**Storage Fees:**

Packages delivered more than (3) days before event date will be assessed a storage fee of \$25.00 per item per day. This applies for packages left on property (2) days after the function/event has ended. Packages, equipment, signs, etc., will be disposed of after two days.

*I certify that all information is complete and accurate. I hereby authorize BETHESDA NORTH MARRIOTT to collect payment for shipping & receiving charges indicated in the handling fee and storage section of this form by processing a charge to the credit card listed above. Charges must not exceed \_\_\_\_\_. I certify that I am the authorized signer of the credit card listed above.*

Cardholder Name: (Print) \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_