



Shipping/Receiving Instructions

Shipping/Receiving

- We ask that all packages be received no more than 3 days prior to the start of the event, due to our limited storage space.
- Please send the tracking number(s) to your Event Manager and inform him/her where and when you would like the packages to be delivered.
- Shipping & Handling Fees are specified in your contract.
- Please do not address packages directly to your Event Manager unless otherwise specified, as it will disrupt distribution.

Please address all packages to:

(Bolded lines are the highest priority.)

Name of Event

Name of Event Contact

Name of Meeting Room

Booth#

EM: ***

VEA A Newport Beach Marriott Resort & Spa

900 Newport Center Drive

Newport Beach, CA 92660-6206

Exhibitor Box Labels are also available on the last page.

Receiving and Handling Fees

- There are **NO** complimentary parcels for Groups, exhibitor or vendors they will be billed directly and will need to provide a method of payment (no cash accepted). Unless instructed by group main contact to be billed to Master account.
- Please inform guest they can ship out and receive their items 3 days before check in date, anything prior to 3 days of check in date will be subject to a storage fee of \$25.00 per day. This would also apply to their check out date, they have up to 3 days after to hold and be shipped out.
- For outgoing parcels, guest will be charged a carrier cost plus a \$10.00 service fee for parcels under 25 LBS and a \$15.00 service fee for parcels over 25LBS.
- If person has own FedEx or UPS account and needs supplies to package their items, a \$10.00 service fee will apply.
- International shipping- Guest/Groups/exhibitor/vendors must provide all necessary documents/information, personal FEDEX/UPS accounts including method of payment (no cash) prior to shipment. If the shipping information or MOP is incorrect, Parcels will not be shipped and further storage fees will apply.



VEA

NEWPORT BEACH
A MARRIOTT RESORT & SPA

EVENT NAME:

Guest Name Receiving Parcels:

Number of Parcels:

Date of Event:



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A MARRIOTT RESORT & SPA

EVENT NAME:

Guest Name Receiving Parcels:

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