

GENERAL INFORMATION

SHIPPING & RECEIVING

Delivery Information:

Forklift for loading and unloading heavy equipment to be provided by the receiving guest and/ or the delivery company. Items shipped to the hotel should arrive no more than (3) days before the event.

Shipments being delivered to the Bethesda North Marriott MUST be addressed as follows:

Bethesda North Marriott Hotel & Conference Center

5701 Marinelli Road

North Bethesda, MD 20852

Attn: Event Managers Name

Hold For: Group Name, On Property Contact Name Arrival Date: Contact Arrival Day and Date

Handling Fees:

Flat Envelopes | No Charge

0.0-1.0 lbs. | No Charge

1.1 – 10 lbs. | \$10.00

10.1 – 20 lbs. | \$20.00

20.1 – 30 lbs. | \$30.00

30.1 – 40 lbs. | \$40.00

40.1– 50 lbs. | \$50.00

50.1 – 60 lbs. | \$50.00

Over 60 lbs. | \$70.00

Pallet & crates | \$0.75 / lb. (\$200.00 Min)

Storage Fees:

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

Load In/ Load Out

Staffing requirements for Load In / Load Out are as follows:

- One (1) officer at loading dock location
- One (1) officer per utilized floor
- One (1) officer per outdoor venue

Bethesda North Marriott Conference Center Safety Officers

- \$50.00 per hour per officer (with 14 day advance notice)
- \$60.00 per hour per officer (with 13 day or less notice)
- \$75.00 per supervisor

*(4) hour minimum per officer



BETHESDA NORTH MARRIOTT

5701 Marinelli Road North Bethesda, Maryland 20852 USA
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