



Boston Cambridge Marriott Hotel Shipping Instructions

Prior to shipping instructions:

The Boston Cambridge Marriott is prepared to ensure that you receive extraordinary service during your stay. All packages are received and securely stored by the Boston Cambridge Marriott Security Department. To ensure proper delivery, please follow the methods listed below to eliminate any package routing delays. All packages will be applied an In-Bound receiving fee upon their arrival. These Fees are applied in addition to you standard shipping rates. The In-Bound fees include the delivery charge to the Meeting/Guest room.

Please do not ship any items to the attention of the Meeting & Events Manager unless the item(s) are specifically for their use as this could cause a delay in the package delivery.

Please schedule for your shipment to arrive to the hotel (2) – (3) days prior to the event/arrival start date to avoid additional storage fees. Use only the name of the recipient who will be on-site to receive and sign for you package(s). All shipments are held for a limit of up to (14) days. If a package has been unclaimed, they will be returned to sender. For any further inquiries in regards to retention of the shipment, please call 617.252.6600.

Package Labeling Standard:

The Boston Marriott Cambridge
(Recipient Full Name) (Recipient Cell Number)
50 Broadway
Cambridge, MA 02142
(Conference/Convention/Group/Event Name)

Boston Cambridge Marriott Shipping Contact:

For any further inquiries, please contact the Security & Shipping Department below.
Shipping : 617.494.6600
Security: 617.494.6000
EMAIL: bostoncambridgesecurity@marriott.com

OUT-BOUND Shipping:

Hotel guests may drop Out-Bound packages off at the concierge desk. To expedite the process for Out-Bound Packages, please affix the completed shipping label to each package. If you need assistance in printing a label, please complete the Shipping Form that can be completed with the concierge. Limited supplies are available at our Business Center. Once completed, our Security & Shipping Department will pick up the package for delivery. Packages can be picked up from your guest room. Please contact the front desk to arrange pick-up from your guest room or meeting space. Fees apply in addition to standard shipping rates.

Package Handling and Storage Fees:

Weight	In-Bound & Outbound
0-0.9 lbs.	\$5.00
1.0 - 10.0 lbs.	\$15.00
10.1.- 20.0 lbs.	\$20.00
20.1 - 30.0 lbs.	\$30.00
30.1 - 40.0 lbs.	\$40.00
40.1 - 60 lbs.	\$50.00
Over 60 lbs.	\$75.00
Pallets & Crates	\$150.00 and \$1/lb. over 300 lbs.

Weight	Storage Fee
0 - 10 lbs.	\$5.00
10.1 - 30.0 lbs.	\$10.00
30.1 - 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets and Crates	\$75.00

* Due to limited storage space, we will assess the above fees after (5) days of arrival.

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present a government issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. The Hotel will not provide such insurance. The Hotel nor the employees, agents or contractors will not be liable for any damages, whether direct or indirect damages relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the hotel, in which case liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel may establish from time to time for receiving and delivering packages.