

Our shipping instructions are really very simple. We do not charge for incoming or outgoing shipments, but we do ask that the vendors be responsible for tracking their own packages, provide their own shipping return labels and also make the necessary calls for pickup of their shipments. In additions to these simple requests we do have a couple more requirements listed below with a sample of the requested style of shipping label. Please let me know if you have any questions.

Thanks.

Shipping Instructions:

- Items cannot be received more than three (3) days prior to the function. Failure to do this may result in deliveries being refused or materials being unavailable when required. The Hotel's receiving entrance is open from 8:00 am-2:30 pm, Monday through Friday.
- The Hotel does not accept any liability for equipment, goods, displays or other materials, which arrive or fail to arrive at the hotel. The Group is responsible for insuring its property for loss or damage.
- All items shipped to the hotel should be labeled as follows:

Sugar Land Marriott Hotel
CONFERENCE NAME
YOUR COMPANY NAME
****ATTENTION GREGORY THACKER****
16090 City Walk
Sugar Land, Texas 77479

Box 1 of ____