MARRIOTT
LITTLE ROCK

SHIPPING & RECEIVING FORM

VENDOR INFORMATION:

For your privacy and protection, the Little Rock Marriott has partnered with Sertifi to provide a PCI-compliant method of securing Credit Card Authorizations. Simply provide the name and email address your Sertifi document should be sent to. Please note that the Master Account for the Event Group will be charged for any packages not covered (or properly labeled) by their vendors. Therefore, please have each vendor fill out the information below as well as their Seritifi Credit Card Authorization to ensure appropriate billing.

Name of Vendor/Group or Company: _____

Name of Billing Contact: _____

Email: _____

Number of Boxes Being Shipped: _____

Name of Delivery Company: _____

Date of Arrival to Hotel: _____

Who will receive the packages on-site: _____

SHIPPING/PACKAGES

If Event Group or Vendor is shipping packages to the Hotel, please make sure that they are labeled properly. Hotel suggests that all shipments arrive no more than three (3) business days prior to start date for the Event to avoid storage fees. All packages received will be handled by our onsite Security. Upon your arrival at the hotel, the Front Desk will assist with delivering your goods. Please have all packages clearly labeled with Group's name, the name of the Event, the date of the Event, and the Event Manager's name. Each box/package sent will be charged accordingly:

Shipping Label	Pricing
ATTENTION: Diana Edwards Little Rock Marriott 3 Statehouse Plaza Little Rock, AR 72201 **HOLD FOR:** Arkansas Urologic Society, Meeting March 4-6, 2027 **Company/Onsite Contact:** *(your company and onsite contact here)* Box _____ of _____	• **Standard sized box -- 11 ½"W x 18"L x 10"H, up to 20 lbs. @ $10.00 each** • **Large/Oversized box -- Boxes larger and/or heavier than listed above @ $20.00 each** • **All Crates -- $200.00 each** • **Pallet(s) -- $500.00 each**

At the conclusion of the Event, the Front Desk will assist with shipping out packages. Please make sure the proper arrangements have been made and that the appropriate labeling is attached. *Hotel will not be held responsible for any items left after the conclusion of the Event.*