



Solving Infrastructure Challenges  
Through Partnerships



Exhibitor and Sponsor - Shipping Details



# Instructions for mailing materials to Hotel



## Marriott Marquis Washington DC Package Shipping Instructions

### PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3-4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Marriott Marquis Washington DC.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **202.783.8412**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

### PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)  
c/o FedEx Office at Marriott Marquis Washington DC  
901 Massachusetts Ave. NW  
Washington, DC, 20001  
(Convention / Conference / Group / Event Name)

Box \_\_\_\_ of \_\_\_\_

FedEx Office Business Center  
Marriott Marquis Washington DC  
901 Massachusetts Ave. NW  
Washington, DC 20001  
Phone: 202.783.8412  
Fax: 202.783.8415  
Email: usa5656@fedex.com

Operating Hours  
Mon – Fri: 7:00am - 6:00pm  
Saturday: 8:00am - 1:00pm  
Sunday: 10:00am - 3:00pm



## Contact Information

Please submit any questions to:

[sandra@thep3conference.com](mailto:sandra@thep3conference.com)

Or call us at:

(714) 408 – 9270