



## Package Shipment Information

All packages should be shipped and INDIVIDUALLY labeled to the hotel with the following information:

Franklin Marriott Cool Springs  
NNA Convention & Trade Show  
Trade Show Materials Attn: Company and contact name here Sept.22 start  
Hotel Contact: Kealey Watkins  
700 Cool Springs Blvd  
Franklin, TN 37067

Multiple boxes/containers should each be marked as follows:

“(Box number) of (total number shipped).” For example: Box 1 of 2, Box 2 of 2

### Shipping Policies:

- 1) All packages sent should be labeled as listed above.
- 2) The hotel will accept shipments only the preceding three (3) days before the event. Shipments received earlier than three (3) days before the event, will be assessed a \$25.00 per day storage fee.
- 3) Hotel will provide delivery to the event location on the date of setup. Group Representatives/Exhibitors will sign for all shipments and are responsible for all unpacking and setup of exhibit items.
- 4) At the conclusion of the show, the Group Representative/Exhibitors will be responsible for all dismantling, repacking and sealing of outbound shipments.
- 5) All outbound shipments will require completed shipping documents, including billing account numbers. Hotel will provide pickup by designated shipping vendor.
- 6) Hotel cannot accept any C.O.D. shipments.

### Incoming Shipping Charges:

(Charge includes receiving, storage, handling and outbound shipping)

Express Packs/Envelopes:	Complimentary
Box/Container under 25 pounds:	\$5.00 each
Box/Container 25 pounds or more:	\$10.00 each
Pallets/Freight Items:	\$50.00 each

- All package charges for individual guests/exhibitors registered with the hotel will be placed on the guest room folio.
- All other package charges will be placed on the group master account or paid for with a personal credit card.