

## **Marriott Shipping Instructions**

Vendors are responsible for tracking their own packages, provide their own shipping return labels and make the necessary calls for pickup of their shipments.

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. Vendors are responsible for insuring its property for loss or damage.

All items shipped to the hotel should be labeled as follows:

**SUGAR LAND MARRIOTT TOWN SQUARE  
TEXAS ACTIVE LIFESTYLE SHOW  
YOUR COMPANY NAME  
YOUR NAME  
16090 City Walk  
Sugar Land, TX 77479**

**Box 1 of \_\_\_\_**