



Individual Exhibitor/ Shipping Informational Guidelines

Thank you for your interest in exhibiting at the Crystal Gateway Marriott. Attached are some useful guidelines and information regarding the set-up of your exhibits/displays.

Prior to Arrival Guidelines

If shipping materials or boxes to the hotel, please address as follows:

Example: Group Name
 XYZ Exhibitor (**Company Name of Exhibitor**)
 Attn. **Event Manager**
 Crystal Gateway Marriott
 1700 Jefferson Davis Highway
 Arlington, VA 22202

Note: If you are shipping more than one box or tube, be sure to label them 1 of 3, 2 of 3, 3 of 3, etc.

Crystal Gateway Marriott assesses the following shipping and handling fees:

Delivery:

- \$5.00 per box or tube
- \$75 per pallet
- \$100 per crate
- \$10 per exhibit case

Storage:

- \$75 per day per pallet
- \$100 per day per crate
- \$10 per day per exhibit case
- \$5.00 per day per 10 boxes

Box handling fees may be charged to an individual guest room or payable by cash/check or credit card. Packages for meetings may be delivered to the hotel a maximum three business days prior to the start of the function. Should a package arrive prior to three days, the hotel may impose a storage fee not to exceed \$25.00 a day. The Crystal Gateway Marriott will not assume any responsibility for the damage or loss of merchandise sent to the hotel for storage.

Day of Exhibitor Arrival

If you shipped boxes to the hotel, please confirm that your boxes were received by contacting the Shipping and Receiving department at **703-553-5789**. Our Shipping and Receiving staff will bring boxes to the exhibit area at the designated set-up time. If you need them prior to this time, please contact the Shipping and Receiving department directly.

If you are bringing boxes directly to the hotel please use the loading dock on the south side of the building, at the corner of 18th and Eads Street. Please check-in with Crystal Gateway's Loss Prevention Department before loading in equipment/boxes. Loss Prevention will provide you with identification and escort you to the meeting room.

**** Please note: Exhibits/Displays must conform to fire codes. If any set-ups are in violation of this code, exhibitors will be required to alter the display to meet fire code as instructed by the hotel's Event Manager.**