



Fort Lauderdale Marriott Coral Springs Hotel, Golf Club & Convention Center

Shipping Instructions

- Clearly number each box and include the total number of boxes. (Example: 1 of 2, 2 of 2)
- There is a \$4.50 charge per box received by the hotel. This charge will be posted to the shipper's guest room, or you may contact Beth Schiavi at beth.schiavi@atriumhospitality.com to request a credit card payment form.
- ***Because there is limited storage space, packages cannot be accepted more than three working days prior to the start of the meeting on Monday, May 6.***
- A storage fee of \$75 per day, per box will be applied to any materials shipped earlier than three days prior to the event.
- Guests who ship packages in advance may collect their items at the hotel front desk upon arrival.
- Boxes left on premises for longer than 1 week after departure without shipping instructions will be discarded.

Sample Shipping Label:

Attention: Guests' Name
HOLD FOR Arrival *(date you are arriving at hotel)*
Aquatic Weed Control Short Course
C/O Marriot Coral Springs
11775 Heron Bay Boulevard
Coral Springs, FL 33076
PHONE: 954-753-5598

