



## 2022 SHIPPING, RECEIVING AND DELIVERY GUIDELINES

In order to provide exceptional service in the shipping and receiving of parcels and the delivery of them to your group, exhibitors and convention attendees, the following guidelines have been established by the BWI Airport Marriott.. Please share these with any exhibitors or anyone else who will be shipping or having deliveries made to the hotel.

All shipments and deliveries must be addressed in the following format:

Your Name, Petro Expo  
C/O Event Manager's Name  
BWI Airport Marriott  
1743 West Nursery Road  
Linthicum, MD 21090

Please send shipments and deliveries no more than 3 days before the start of your meeting or event. All shipments and deliveries arriving earlier will be subject to the storage fees listed to the side:

Please bring a list with all of your shipment's tracking numbers and the name of the individual to whom the package is addressed, so that any missing parcels can be located.

The BWI Airport Marriott does have package handling charges for each parcel or pallet received at the hotel. The charges are listed to the side:

Envelope (regular)	N/C
Box (regular)	\$5.00 each
Box (large, oversized)	\$10.00 each
Pallet	\$75.00 each
Crates	\$100.00 each

**Please note storage fees will be incurred if the shipment arrives (4) or more days prior to the event date. - (\$25.00 per day)**

All outgoing shipments must be properly labeled with a return address, a delivery address and a contact phone number for the sender. An account number for the delivery service of choice or the sender's credit card number and expiration date must be included to ensure proper charges by the shipping company.

