

2024 California Pen Show - Shipping & Receiving Information

Important Notice for All Vendors With Shipments:

Vendors staying overnight at the hotel will have package handling fees charged to their rooms.

Vendors without an overnight room will need to pay handling fees on-site.

Shipping Instructions - Labeling Packages:

Include the name of the group, date of the program, and number of items.

Address packages as follows:

Receiving Name: [Guest of the hotel]

Meeting Name: CA Pen Show 2024

Meeting Date: Feb 16 - 28, 2024

Event Manager: Rochelle Kott

Box Numbering: Box # ___ of ___ boxes

Shipping Instructions - Timing for Shipments:

Packages should arrive *no earlier than three days prior to the event.*

A **storage fee of \$10.00 per day** will be charged for each package received more than three days in advance.

Package Handling Fees:

Boxes	\$5.00 each
Crates	\$100.00 each
Pallets	\$150.00 each

Note: 72-hour storage maximum, pre- and post-convention.

Delivery and Removal Instructions:

- Deliveries must **NOT** be made through the hotel lobby, valet, or porte cochere entrance.
- All items (packages, gifts, promotional items, signs, programs, etc.) brought into the hotel must be removed at the conclusion of the event.
- Marriott Hotels are not responsible for any items left behind or unattended.

Additional Note:

It's recommended to bring all tracking numbers for reference.

The hotel is not liable for the delivery, security, or condition of the packages.

Please Adhere to These Guidelines to Ensure a Smooth Experience at the California Pen Show 2024.