



SHIPPING & PACKAGE HANDLING:

The Hotel offers package and box handling for our guests and groups. All boxes and packages are received through our Guest Package Department. Each package will be logged in upon arrival and stored appropriately.

To ship packages out of the hotel, packages must be properly wrapped and addressed, including air bill, for shipment before the Hotel will process them for shipment. If a freight shipper will be coming to the Hotel to deliver or pick up, those arrangements should be made in advance through your Hotel contact. Any freight shipper must use our loading dock.

SPECIAL NEEDS SHIPPING: Any items not mentioned on our Package Information Sheet – Please contact your Hotel contact.

PRICING:

The hotel fees for shipping and handling of packages are based on weight. There is no charge for packages less than 10 pounds, a \$10.00 charge per packages of 10 to 25 pounds and \$0.50 per pound for packages over 25 pounds.

Packages may be delivered to the Hotel three working days prior to the date of the function. Prior to shipping, packages of excessive weight or size must be approved by your Catering/Conference Service Manager.

The Hotel will assess a charge of \$7.00 per package per day for all items received more than three days prior to the arrival of the Group or stored for longer than three days after the Group's departure. The term package refers to items of any size or weight that are received or shipped via Federal Express, UPS, DHL or any other priority/airborne type delivery. These charges will be added to the master account and reflected on the final invoice.

The following information must be included on all packages to ensure proper delivery. Address all packages as follows:

<p>Your Name Group Name & Dates (<i>ie, August 12 – 18, 2012</i>) C/O The Little Rock Marriott Three Statehouse Plaza Little Rock, Arkansas 72201</p> <p>Attn: (<i>Name of Conference Service Manager</i>) Box (<i>number</i>) of (<i>total number in shipment</i>)</p>

SIGNAGE:

All signage on Hotel property must be of professional quality and appearance. Hand-lettered signs are not permitted. Signage will not be allowed if it interferes with the established traffic flow throughout all public areas. All signage must be kept with the general environment of the Hotel. Signage cannot be nailed, taped or pinned to any surface. All requests for banner hanging must first be cleared with Group's Catering/Convention Services Manager. A banner hanging fee will be assessed for each banner hung.