****PLEASE ATTACH THIS SHIPPING FORM TO EACH BOX****

JW MARRIOTT MARQUIS MIAMI

255 Biscayne Boulevard Way
Miami, FL 33131

RECIPIENT:

GROUP/CONFERENCE NAME:

IMN - RTL & DSCR

HOTEL EVENT PLANNER:

Daniela Suarez

DELIVER TO MEETING ROOM / BOOTH NAME:

3rd Floor, Metropolitan Ballroom - deliver on Monday, February 1, 2027

Please use the shipping form attached for all packages shipped to the hotel.*



No packages and/or pallets will be accepted and/or stored by the hotel more than 3 days pre/post event dates.

If you have packages that will be shipped to the hotel, please send me the tracking numbers so we can locate the packages and place them in your office or meeting space.

For outgoing packages, all packages must be sealed with the corresponding shipping label and must be scheduled for pickup with your choice of carrier, FedEx, UPS, USPS, DHL, etc.

Regarding sponsor and/or exhibitor packages, will they be responsible for paying their own packages or will it be charged to the master account?

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HOTEL BEAUX ARTS

AUTOGRAPH COLLECTION HOTELS

All group related boxes, packages, and pallets will be charged the following flat rates:

Handling Tracking number and/or guest information are needed to claim the package or pallet A scheduled pick up needs to be made by customer for more than 2 packages Packages without the shipping label will be discarded during breakdown of the room Packages should be ready before 2pm for same day pick up. Otherwise, it will be sent next business day	
Item	Charge
Boxes Up to 25 lbs.	$15 / each
Boxes 25 – 50 lbs.	$25 / each
Boxes over 50 lbs.	$35 / each
Pallets (10 Boxes Minimum per pallet)	$200 / each
Pallets (Oversized)	$300 / each

Storage 72 hours complimentary from day of delivery After 72 hours the following charges will apply if package has not been claimed	
Item	Charge
Boxes Up to 25 lbs.	$10 / per day
Boxes 25 – 50 lbs.	$20 / per day
Boxes over 50 lbs.	$30 / per day
Pallets (10 Boxes Minimum per pallet)	$40 / per day
Crates, Pelican Case (Any Type) Under 100 lbs.	$50 / per day
Crates, Pelican Case (Any Type) 100 to 300 lbs.	$100 / per day
Crates, Pelican Case (Any Type) 300 to 500 lbs.	$150 / per day
Crates, Pelican Case (Any Type) 500 lbs. +	$200 / per day

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HOTEL BEAUX ARTS
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LOADING DOCK INFORMATION & LOCATION:

Loading Dock

Met 2 Complex



Dock Width: 300"
Height: 42"or 3 1/2 "
Bays: 2
Door Height: 16 feets
Length: 100 Feets

DOCKMASTER INFORMATION

JOEL ALFONSO
Phone: +1 305.421.8732
DOCKMASTER@MDMUSA.COM
24-7 OPERATION MANAGED BY
JW Marriott Marquis Hotel

OFF SITE PARKING

No vehicle or Truck is permitted to park overnight at the Loading Dock. Arrangements for Truck parking are the responsibility of each individual vendor.

NEAREST OPEN PARKING LOT:
19 SE 2nd St Miami, FL 33131

JW MARRIOTT MARQUIS MIAMI

Deliveries must be coordinated with the Receiving Office, all Load Ins and Load Outs are to be coordinated with Events Planner before or after the conference for arrangements.

Loading Dock is equipped with two loading dock bays, which are shared for Office and Hotel deliveries. As such, all Trucks must have a scheduled arrival and departure time at the Dock (done through your Event Manager).

The Hotel has 4 freight elevators available for Production use:

- HS3 HI-RISE (MET BALLROOM)
  DEPTH 8' HEIGHT 9.5' WIDTH 5.5'
- HS4 HI-RISE
  DEPTH 8' HEIGHT 9.5' WIDTH 5.5'
- HS6-HS7 REAR SERVICE/BALLROOM
  DEPTH 8' HEIGHT 5.5' WIDTH 8'

WELLS FARGO CENTER

Anyone who works in the building may use the dock, but must inform building management first. It is available on a first-come, first-served basis during normal building hours.

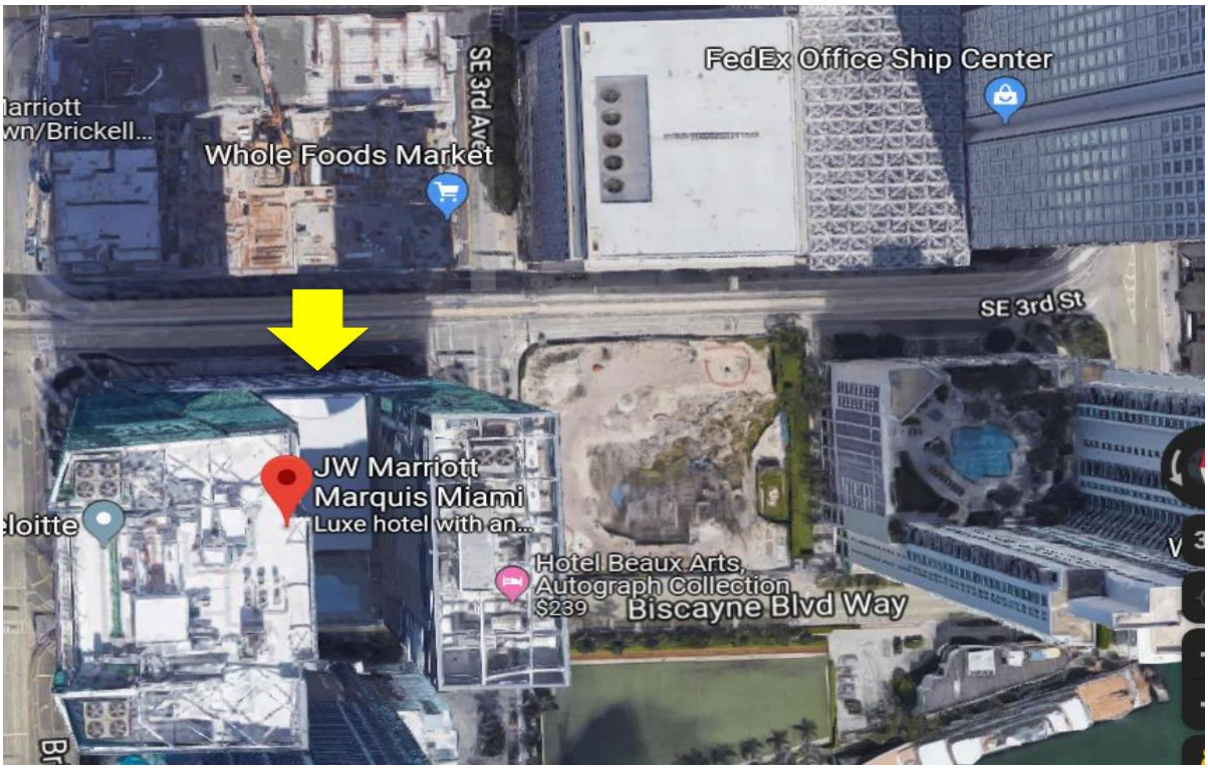
Loading dock use is for up to thirty (30) minutes only and is for loading and unloading only. If more than thirty (30) minutes is needed, arrangements can be made to reserve the dock and service elevator after-hours.

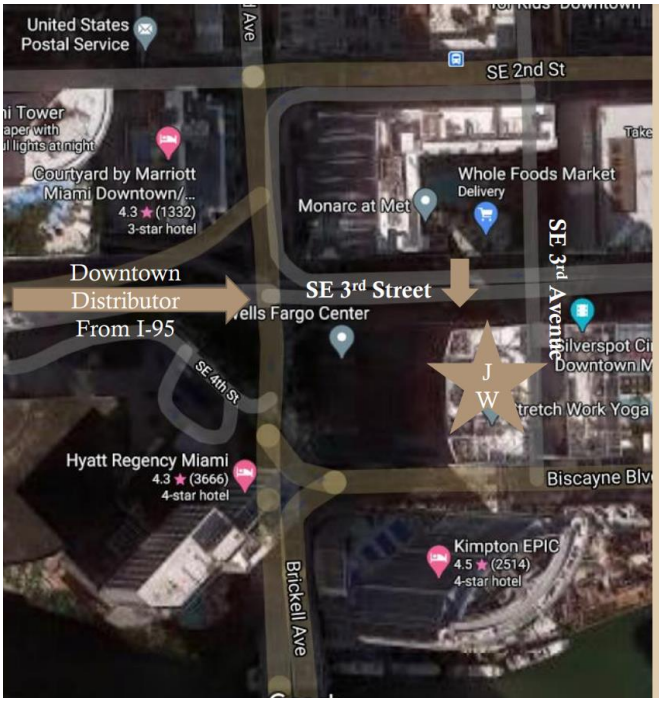
Contractors may not park at the loading dock without permission from Dockmaster or Cushman & Wakefied. Loading dock users must leave keys inside their vehicle, check in with security with photo ID.

Cushman & Wakefied
333 S.E. 2nd Avenue, Suite 2020 | Miami, FL 33131
Phone: +1 305 350 0726 | Fax: +1 305 350 0565

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JW Marriott Marquis Miami

Loading Dock Address:

248 se 3rd Street
Miami, FL 33131

I-95 South

If coming from I-95 downtown distributor, pass Brickell Avenue and loading dock will be on the right across from Whole Foods.

North Brickell Avenue

If heading North on Brickell Avenue, make forced right on Biscayne Blvd Way, make a left onto SE 3rd Avenue and left on SE 2nd Street. Head South on Brickell Avenue and make Left on SE 3rd Street. Loading dock will be on right across from Whole Foods.