



## Shipping and Receiving procedures for JW Marriott Dallas Arts District Hotel

### **Address of Hotel:**

JW Marriott Dallas Arts District  
800 North Harwood Street  
Dallas, TX, 75201

### **Label Information:**

Please include the following on each individual package:

#### Example of shipping label:

JW Marriott Dallas Arts District  
800 North Harwood Street  
Dallas, TX, 75201  
Att: Guest & Group/Event Name + Event Manager Name  
Date of event  
Quantity of packages

### **Receiving to the Hotel:**

The box will be logged and received by our receiving department. It will then be brought up to the client in a specified location.

Due to limited storage space, packages for group/events may be delivered to the hotel 3 business days prior to the event start date. All packages that are delivered 5 days prior to the event or are not picked up 5 days after the event will be charged a daily storage fee. This fee will be determined by the quantity, weight & storage space needed but will occur at \$80 per day and up.

**Outgoing Packages:**

All outgoing packages must have a completed shipping label. Any package left on the property longer than 2 weeks after the events end date, the hotel will attempt to contact the guest/group. If the hotel cannot reach the guest/group, the package(s) will be returned to sender

JW Receiving Agent will schedule a pickup for outgoing packages. Confirmation of the scheduled pickup will be sent to the client.