



Hotel & convention printing and shipping services

Whether you're planning an event or exhibiting at one, everything's easier when there's a FedEx Office on location

Create the experience: signs and graphics

Our experts work on location every day, so they're available to help you design, print and install vibrant pieces that will grab attention, excite and inform—from the ceiling all the way to the floor.

- Large banners
- Retractable banners
- Posters
- Directional signage

Spread the word: print and copies

No need to sweat the print (or travel with it). It will be there before you are. If you need to make a quick change or adjust print volume based on your event's attendance, that won't be a problem.

- Binding and finishing
- Presentations
- Flyers
- Brochures
- Nametags
- Business cards
- Manuals



Extra capabilities—at your service

Make people remember: marketing and promotion

- Follow up with direct mail—postcard, letter, or self-mailer for pre- and post-event messaging.
- Stay top-of-mind with promotional items like lanyards, coffee sleeves, napkins, bags, pens, cups, notebooks, USB drives, coasters and room keys.

Professional installation: we've got it covered

How signage goes up, stays up and comes down is nothing you have to worry about. Count on our experts to manage the entire process. We'll work directly with property staff, using only approved materials and installation tactics (so you can forget about damages and fines). We'll also recommend best practices to ensure maximum impact and easy wayfinding experiences.

Get immediate access to pack and ship services

At most locations, you'll get the following:

- Full-service pack and ship. Get help from our experts and access to boxes and packing materials.
- Inbound and outbound shipping. Get 24-hour access and visibility to incoming packages, and the option for email notification for package pickup. At select locations, you can also have your packages delivered to, or picked up from, the event show floor.

- FedEx Office® Packing Pledge. Ship with peace of mind.
- FedEx® portfolio of shipping services. Ship on a budget, overnight or around the world.
- Multiple-carrier parcel management. Arrange package handling with all carriers—not just FedEx.

Shipments to and from hotel or convention center FedEx Office locations are subject to receiving or handling fees in addition to the transportation charges incurred for shipping, regardless of the transportation carrier. Please contact the site's FedEx Office for details.

FedEx Business Center Located Lobby Level of
Philadelphia Marriott Downtown Hotel

John Shannon
Flagship Manager
215.923.2520
john.shannon@fedex.com
usa0669@fedex.com



Table Throws

Table Throws are a great way to show off a well designed exhibit booth and drive brand awareness. A well dressed table is the perfect place to display giveaway merchandise, printed materials, samples, handouts, business cards, and other promotional items.

Table Throws are perfect for:

- Trade Shows
- Craft Fairs
- School Events
- Farmer's Market
- Flea Market
- Exhibits



Specifications

- Single-sided
- Designed to accommodate 2 table sizes: 6' or 8'
- Trimmed corners for even draping
- Serged edges

Pricing

- Fabric Table Throw 6' \$159.99
- Fabric Table Throw 8' \$199.99

Backdrops

One of the best ways to promote a business at an exhibit booth is a branded backdrop. Backdrops are large eye catching backgrounds that will turn any trade show space into an appealing exhibit. A colorful and commanding backdrop is a great way to show off a brand or product and an inviting way to bring over customers.

Backdrops are perfect for:

- Trade Shows
- Weddings
- Anniversaries
- Birthdays
- Craft Fairs
- School Events
- Exhibits



Specifications

- Single-sided, stitch hemmed edges
- Available in 2 sizes: 6' x 10' and 8' x 10'
- Silver grommets included with print only
- Display kit bundle includes pole pockets

Pricing

- Fabric Backdrop 6 x 10 \$199.99
- Fabric Backdrop 8 x 10 \$249.99
- Fabric Backdrop 8 x 10 w/ Display \$599.99
- Backdrop Hardware only \$415.00

Signage

- Banners
- Signs
- Meter Boards
- Easel Signs



Deluxe Adjustable Retractor Display



Meter Board With Display



Poster Package

Promotional Items



- Bags
- Pens
- Notebooks

- Tumblers
- Lanyards
- USB Drives

- Hand Sanitizer
- Buttons
- Apparel



Philadelphia Marriott Downtown

FedEx Office

Shipping Instructions

Preparing Your Shipment

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names unless the items are specifically for their use (e.g., hotel specifications, rooming lists or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Parcel location at **215.923.9024**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)
c/o FedEx Office at the Philadelphia Marriott
1201 Market St.
Philadelphia, PA 19107
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Parcel Center
Philadelphia Marriott Downtown
1201 Market St.
Philadelphia, PA 19107
Phone: 215.923.9024
Fax: 215.923.2360
Email: usa0669@fedex.com

Operating Hours
Mon.-Fri.: 8:00 a.m. - 6:00 p.m.
Saturday: 10:00 a.m. - 6:00 p.m.
Sunday: 8:00 a.m. - 1:00 p.m.
*Sunday upon request

Shipments With Special Requirements

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office with any specific questions in advance of shipping their items. If you have any special needs (e.g., refrigeration requirements, after-hours delivery requests or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

On-Site Package Delivery

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

Package Delivery to Guest Suites/Meeting Rooms

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



Philadelphia Marriott Downtown

FedEx Office

Shipping Instructions

Upon Your Arrival

Packages will be available for pickup at the FedEx Office Parcel Location; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **215.923.9024** ; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Handling And Storage Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$2.00	\$5.00
0.0–1.0 lb.	\$2.00	\$5.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$20.00	\$30.00
30.1–40.0 lbs.	\$25.00	\$40.00
40.1–50.0 lbs.	\$25.00	\$50.00
50.1–60.0 lbs.	\$35.00	\$50.00
60.1–150.0 lbs.	\$35.00	\$70.00
Pallets & crates*	–	\$150.00 or \$0.75/lb. > 200 lbs.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5' in size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

Package weights will be rounded up to the nearest pound.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.75/lb. > 200 lbs., which is applied to each pallet/crate handled.

Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. **OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING.** Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.