



FedEx Shipping & Receiving Instructions

Marriott Marquis Houston | FedEx Office: 713-222-0070 (Option 8)

ARRIVAL: Step-by-Step

1. Check into the hotel.
2. Visit the FedEx Office located within the hotel.
3. You'll have two options:
 - Pick up your packages and personally deliver them to your booth.
 - Request delivery to your booth for a handling fee paid directly to FedEx.
4. Note: FedEx does not allow pre-payment forms due to credit card privacy regulations.

ONSITE HANDLING FEE PAYMENT OPTIONS

Exhibitor reps can choose from the following payment methods:

- Apply charges to a FedEx account.
- Apply charges to your hotel guest room.
- Provide payment over the phone from your company.
- Use a card reader to manually enter a credit card onsite at the FedEx Office.

Reminder: Carts are not available in the FedEx Office. Please bring your own or request assistance from a hotel bellman.

Exhibit Hall maps with booth locations will be posted at the exhibit hall doors and registration desk.

DEPARTURE: Step-by-Step

5. Come with a Pre-printed shipping label using your preferred carrier.
6. FedEx can print labels if you're using a FedEx account.
7. Using a different carrier? You are responsible for scheduling your pick-up.

Important Exhibitor Departure Info

- Exhibitor Breakdown Begins: Saturday, September 27 after the final break (~3:30–4:00 PM)
- Booths Must Be Fully Broken Down By: 11:59 PM on Saturday, September 27
- FedEx Office Hours:
 - Saturday: closes at 6:00 PM
 - Sunday: opens at 10:30 AM
- Optional Holding Area: Boxes may be placed in Salon F for overnight storage if you plan to ship out Sunday morning.
- If using a pre-paid label, FedEx will pick up your packages from Salon F on Sunday.

Don't Miss These Events!

- Saturday, Sept 27 – 6:00 PM: "Light Up the Night" Social – We encourage all exhibitors to attend!
- Sunday Morning, Sept 28:
 - Breakfast with Attendees (great networking opportunity)
 - FedEx Office opens at 10:30 AM for outgoing shipments