

Exhibitor Shipping Instructions for the 2019 National Medicare, Duals and Medicaid Conferences

Package Labeling Standards

All packages should be shipped to the hotel using the address label standards this will help to prevent package routing delays.

Hold for Guest: *GUEST NAME & GUEST CELL NUMBER*
EXHIBITOR NAME, BOOTH NUMBER
 c/o FedExOffice at JW Marriott Washington DC
 1331 Pennsylvania Avenue NW
 Washington, DC 2004
 (AHIP Annual Conference Exhibit Hall – September 22, 2019)
 Box ____ of ____

Package Handling & Storage Fees

Please schedule your shipments so that they arrive no more than 5 days before the start of the event. Any package that will need to be stored for longer than 5 days will result in a storage fee.

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Envelopes up to 1.0 lb.	\$2.00	\$5.00
0.0 – 1.0 lbs.	\$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.	\$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.

Shipping & Receiving Instructions

Exhibitors are encouraged to contact the FedEx Office directly with any specific questions. If you have any special needs please work directly with the Director of Event Planning, Jenny Prechowski (jenny.prechowski@marriott.com).

Package Delivery and Pick Up

AHIP has arranged for FedEx team member who will be available during the set up on **Sunday, September 22, 2019** in the Exhibit Hall area for package delivery. To expedite the delivery process if you would like to pre-pay for the handling fees please complete the credit card authorization form below and return to the FedEx office via fax at (202) 347-1292. **For all exhibitors who provide a credit card for receiving and handling charges prior to arrival, packages will be placed on exhibit table by 10am on Sunday, September 22nd.**

All package handling and storage fees must be paid before packages are released to the exhibitor. A 15% discount will be applied for shipping, receiving and handling fees based off of the current prevailing rates quoted by FedEx upon arrival to the hotel. Current package handling fees are listed above and are subject to change.

If you would like to retrieve your package outside of the exhibitor set up hours, packages will be available for pick up inside the FedEx office business center (receiving fee will apply) during their operating hours listed below.

AHIP has arranged for FedEx team member to be available during the exhibit hall teardown on **Wednesday, September 25, 2019** to assist with outbound shipments. All outbound packages must have a completed carrier airbill affixed to each package. Packing supplies (boxes, tape, etc.) are available for purchase within the FedEx business center.

Contact Information

FedEx Office Business Center
JW Marriott Washington, DC
1331 Pennsylvania Avenue NW
Washington, DC 2004
Phone: (202) 347-1351
Fax: (202) 347-1292
Email: usa5514@fedex.com

Operating Hours

Monday-Friday: 7am-7pm

Saturday: 8am-1pm

Sunday: Closed (Package Delivery Available in Exhibit Hall for AHIP Exhibitors)

Credit Card Authorization Form

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to (202) 347-1292 or email to Usa5514@fedex.com

Cardholder Information – Required

Name as it appears on the credit/debit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Personal Corporate | Company _____

PACKAGE _____ Phone #: _____

TRACKING # _____

(please note this is a required field: _____ #of boxes _____

Credit Card number or FedEd Acc# and CVV#: _____ **Exp. Date and Billing Zip:** _____

Address: _____
(Area Package was shipped from)

City, State and Zip: _____

Phone number: _____ alternate number: _____
(MOBILE PHONE REQUIRED)

Guest Information - Required

Guest name: _____
(SHIPPER and name of the Event)

Address: _____

City, State and Zip: _____

Company: _____

Phone number (Mobile Only): _____

Package Arrival date: _____

I understand that should there be any issues with the credit/debit card being used to settle my charges, I will be responsible for all expenses incurred during my stay. Departure date cannot be extended unless a new authorization form is completed.

Guest name: (Printed) _____

Guest signature: _____ Date: _____

Shipping Information and Approved Charges - Required

I certify that all information is complete and accurate. I hereby authorize FEDEX to collect payment for all charges as indicated in the Shipping Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____

