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.

<table>
<thead>
<tr>
<th>PACKAGE WEIGHT</th>
<th>PACKAGE PICKUP OR DROP OFF BY GUEST</th>
<th>PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes up to 1.0 lb.</td>
<td>$2.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>0.0 – 1.0 lb.</td>
<td>$2.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>1.1 – 10.0 lbs.</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>10.1 – 20.0 lbs.</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>20.1 – 30.0 lbs.</td>
<td>$20.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>30.1 – 40.0 lbs.</td>
<td>$25.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>40.1 – 50.0 lbs.</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>50.1 – 60.0 lbs.</td>
<td>$35.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>60.1 – 150.0 lbs.</td>
<td>$35.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Pallets &amp; Crates*</td>
<td>$150.00 or $0.75/lb &gt; 200 lbs.</td>
<td>$150.00 or $0.75/lb &gt; 200 lbs.</td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>PACKAGE WEIGHT</th>
<th>STORAGE FEE AFTER 5 DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes up to 1.0 lb.</td>
<td>No Charge</td>
</tr>
<tr>
<td>0.0 – 10.0 lbs.</td>
<td>$5.00</td>
</tr>
<tr>
<td>10.1 – 30.0 lbs.</td>
<td>$10.00</td>
</tr>
<tr>
<td>30.1 – 60.0 lbs.</td>
<td>$15.00</td>
</tr>
<tr>
<td>60.1 – 150.0 lbs.</td>
<td>$25.00</td>
</tr>
<tr>
<td>Pallets &amp; Crates</td>
<td>$50.00</td>
</tr>
<tr>
<td>Over 6.5 in Size</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

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 oversized and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

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 expiate 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 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% discounted will be applied for shipping, receiving and handling feeds 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 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)
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 TRACKING #: ______________________
- (please note this is a required field)
- Phone #: ______________________
- #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: ______________________
- (MOBILE PHONE REQUIRED)
- alternate number: ______________________

**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: ______________________