



**MARRIOTT  
NEW YORK  
BROOKLYN BRIDGE**

**OUTGOING PACKAGES**

Form to be completed following the event.

Please fill out this form in its entirety before leaving your packages with a hotel representative. **Packages will not be shipped unless fully sealed with pre-paid labels and the below form attached.** The hotel and the guest must sign prior to departure.

**Outbound Material Handling Form**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
First Last

Event Info: \_\_\_\_\_  
Event/Group Name

Phone: \_\_\_\_\_ Number of Boxes: \_\_\_\_\_

Description (Select Below):

Please Include All Tracking Numbers Below:

Envelope

Display Case

\_\_\_\_\_

Tube/Roll

Crate

\_\_\_\_\_

Box


Palette

\_\_\_\_\_

If other, explain: \_\_\_\_\_

\_\_\_\_\_

**Method of Shipment**

Check One:  **FedEx** (Will be Picked Up by 6PM)   (Please Contact UPS to Schedule Pick UP)

*IF BEING PICKED UP BY A MESSENGING SERVICE PLEASE PROVIDE THE FOLLOWING DETAILS:*

Messenger Company Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Scheduled Pick Up Date & Time: \_\_\_\_\_

**Disclaimer and Signature**

*The hotel will not assume any liability for package(s) left unattended or without this form attached.*

Banquets Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Client Name (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Banquets Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_