



Shipping/Receiving and Load-In/Out Instructions

Shipping/Receiving

- We ask that all packages be received no more than 3 days prior to the start of the event, due to our limited storage space.
- Please send the tracking number(s) to your Event Manager and inform him/her where and when you would like the packages to be delivered.
- Shipping & Handling Fees are specified in your contract.
- Please do not address packages directly to your Event Manager unless otherwise specified, as it will disrupt distribution.

Please address all packages to:

(Bolded lines are the highest priority.)

Name of Event

Name of Event Contact

Name of Meeting Room

EM: ***

Newport Beach Marriott Hotel & Spa

900 Newport Center Drive

Newport Beach, CA 92660-6206

Load-In/Load-Out

- The loading dock is located off of Santa Barbara Drive.
- Due to the high volume of traffic on our 2-bay dock, we ask that vehicles not linger.
 - When using the loading dock, please unload all of your items first, move your car from the dock to the Parking Garage, and then continue to move and setup your materials into the meeting space.
- Respecting our sleeping neighbors and the guests in the rooms above the dock, we enforce quiet hours from 10pm-6am. During this time, it is critical that noise be kept to a minimum so as not to disrupt them.
 - If despite notice and warning, noise disturbances persist, we will require that use of the dock be discontinued during until after 6am.
- If planning to load in/out during the quiet hours, additional options, besides the dock, may be available. Please inquire with your Event Manager.



MARRIOTT
NEWPORT BEACH

Receiving and Handling Fees

- First 5 incoming parcels or 25 LBS will be complimentary during a guest stay. After guest has received their complimentary parcels there would be a \$ 5.00 fee under 25LBS per parcel & a \$10.00 fee per parcels over 25LBS for each parcel.
- There are **NO** complimentary parcels for Groups, exhibitor or vendors they will be billed directly to their master account, unless they provide a different method of payment.
- Please inform guest they can ship out and receive their items 3 days before check in date, anything prior to 3 days of check in date will be subject to a storage fee of \$25.00 per day. This would also apply to their check out date, they have up to 3 days after to hold and received.
- For outgoing parcels, guest will be charged a carrier cost plus a \$5.00 service fee for parcels under 25 LBS and a \$10.00 service fee for parcels over 25LBS.
- If personal has owed FedEx or UPS account and needs supplies to package their items, a \$5.00 service fee will apply.



At Encore, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.

Audio

- > Powered Speaker \$ 120
- > Wireless Microphone \$ 220
- > 8 - 10 CH Mixer \$ 130

Popular Packages

- > Meeting Room Projector Package \$ 680
- > Projector Support Package \$ 200
- > Post-It Flip Chart Package \$ 96
- > PC Audio Package with Small Speaker
- > System \$ 529

Scenic

- > 10' Décor Drapery \$ 155
- > 20 Scenic Panels (sTILer) \$ 660

Small Meeting

- > Conference Speaker Phone \$ 180
- > Laptop Computer \$ 250

Video

- > 7'6"x13'4" Fast Fold Screen \$ 430
- > Tripod Screens (5',6',7',8') \$ 95
- > Monitor - 50"-59" \$ 725
- > Monitor - 70"-79" \$ 1,140

Lighting

- > 10 Up-Light Package \$ 1,280
- > LED Wash Light \$ 95

Labor Rates

- > Technician to Set/Strike \$110.00/hr
- > Technician to Show - Operate (5 hour minimum) \$125.00/hr

Pricing is in effect as of January 1, 2021, and is subject to change without notice. Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All Encore solutions may be subject to our property's standard service fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax. ©2021 Encore Global LP or its subsidiaries. Proprietary and Confidential Information.

Newport Beach Marriott

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