



National Council of State Housing Agencies
2019 HFA Institute
January 13-18, 2019
Washington, DC

SHIPPING INSTRUCTIONS

All materials and handouts for NCSHA's 2019 HFA Institute should be shipped **to arrive no earlier than 5 days prior to your arrival**, to the conference hotel and labeled as follows:

Hold For: <your name> Arrival: <your arrival date>
 c/o FedEx Office at JW Marriott Washington, DC
 JW Marriott Washington, DC
 1331 Pennsylvania Avenue, NW
 Washington, D.C. 20004
 Group Name: NCSHA's 2019 HFA Institute (January 13-18)
 Box ___ of ___

Please also include your return address on the shipping label. If you have any questions in advance of the meeting or to check on shipment arrival, contact the FedEx office at 202-347-1351.

Due to the high volume of materials sent to the meeting, NCSHA is unable to handle boxes or their contents on site. To have your package delivered when you arrive at the hotel, please contact the FedEx Office. Please allow 45 – 60 minutes for delivery time. To expedite the process, please be sure to have the appropriate tracking information with you. **You must be present to accept the delivery.** Most importantly, don't forget to bring your handouts to the session at which you are speaking.

Receiving Packages – Handling and Storage Fees for incoming packages are as follows:

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$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.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$0.75 / lb. (\$150.00 Minimum)	\$0.75 / lb. (\$150.00 Minimum)

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 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.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.75 / lb. (\$150.00 Minimum), which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

** No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

BUSINESS CENTER

The FedEx Office in the JW Marriott is equipped to handle your computer, photocopying, and printing needs. Even when closed, guests still have access to computer and copying services. For more information, please contact the Print and Ship Center directly as follows:

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| <ul style="list-style-type: none"> • 202-347-1351 phone • 202-347-1292 fax • usa5514@fedex.com | <p><u>Hours of Operation:</u></p> <ul style="list-style-type: none"> • Mon-Fri.....7:00 a.m. – 7:00 p.m. (24 hr guest access) • Saturday8:00 a.m.– 1:00 p.m. (24 hr guest access) • Sunday.....CLOSED (24 hr guest access) |
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