



Shipping and Receiving Procedures **Handling/Storage Fees**

All packages are received by the Bay Point Marriott Golf Resort & Spa Purchasing Department. Shipments will be accepted and stored no more than 72 hours before the group's scheduled arrival.

A handling service fee of \$5.00 per box or package shall apply. The handling service fee can be paid via credit card, check or charged to the recipient's guest room.

All packages shipped to hotel must include the following information:

Name of person responsible for pickup

Bay Point Marriott Golf Resort & Spa
4200 Marriott Drive
Panama City Beach, Florida 32408

HOLD FOR ARRIVAL – Name of Group (Month, Date, Year)
Label Box # _____ of _____ Boxes

All boxes/packages must be removed from the Hotel within 2 days following the conclusion of the group's departure. At that time all packages will be shipped back to the shipper/recipient C.O.D.

An additional handling fee will be charged for materials that must be packed by the hotel staff prior to shipping.

Out-going shipments may be sent C.O.D., paid by cash, check or charged to an individual credit card.

If you have questions regarding your shipment, please contact the Purchasing Department @ 850-236-6074.

Bay Point Marriott Golf Resort & Spa does not accept liability for shipments that are unmarked, damaged or fail to arrive at the hotel.

Bay Point Marriott Golf Resort & Spa has very limited storage facilities and cannot accommodate requests for storage of empty boxes, crates, shipping materials or supplies. Individuals are responsible for storage of all boxes, crates and shipping materials.