

Marriott Madison West

Shipping & Receiving Policies

Please use the following address to ship all packages:

Madison Marriott West
1313 John Q. Hammons Drive
Middleton, WI 53562

Hold For:
GLIIFCA 9/8/23
(EXHIBITOR/COMPANY NAME)
BOX 1 OF 4 (BOX 2 OF 4, ETC.)

- All packages should be scheduled to arrive no more than 72 hours before the 9/8/23 (9/5/23). Packages that arrive before that will incur a storage and handling fee.
- FedEx/Ground and UPS Air/UPS Ground are required to be scheduled for pickup by the client wishing to ship. This service IS NOT PROVIDED by the hotel. We do have FedEx/UPS forms on the property for your convenience.
- FedEx Home Delivery is also a ground service and is required to be scheduled by the client in advance for pickup.
- The form of payment is a valid FedEx account number or a UPS account number. If no form of payment is applied, the packages will not be shipped.
- When packages are ready to be shipped out, please have all the necessary paperwork on all packages (FedEx or UPS Labels) and leave them at exhibit tables for the banquet department to pick up. You are welcome to call the banquet staff by using any house phone located on the walls of the trade center. DO NOT label them as Marriott being the sender. This is NOT accurate. Your company and/or your name should be listed as the sender.
- Our Marriott staff will pick up the packages and deliver them to the appropriate pickup area for outgoing shipping.

If you have any questions regarding our shipping procedures, please contact Jason Hiestand.

Jason Hiestand
608-831-2000 ex 1061
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