

# Chef to Chef Shipping Details

## 1. Shipping Non-Perishable Items

- a. All shipping and handling fees are the responsibility of the sponsor.
- b. UPS handles packages at the Baltimore Waterfront Marriott though there is no on-site UPS store.
- c. Packages should be addressed as follows:
  - Baltimore Marriott Waterfront Hotel
  - % The UPS Store
  - <<Exhibitor Contact Name>>
  - <<Exhibitor Contact Phone Number>>
  - 7700 Aliceanna Street
  - Baltimore, MD 21202
  - (440) 895-1806
  - Chef to Chef Conference
  - <<Booth #>>
  - March 23 - 25, 2025
- d. Packages should not arrive earlier than March 20, 2025 or fees will apply.
- e. No alcohol can be shipped to the hotel.
- f. Sponsors will need to retrieve their packages from the hotel front desk.
- g. All sponsors who are shipping items to the Baltimore Marriott Waterfront must complete the Shipping and Handling Fee Form and return to both of the following individuals PRIOR TO THE EVENT.
  - i. Letia Daniels: [letia.daniels@marriott.com](mailto:letia.daniels@marriott.com)
  - ii. Chris Richburg: [crichburg@shipdc.com](mailto:crichburg@shipdc.com)
    1. See separate Shipping and Handling Fee Form
    - a. <https://drive.google.com/drive/folders/1as3SAqMYXohPmnmi42gHns0EGytHU1z7>
- h. If sponsors will have empty cases or crates that need stored, they must inform Emma Paul by **3/7/25**.
- i. Post-event, if sponsors have outgoing packages that need to be shipped, the packages must be properly labeled and pick-up must be arranged by emailing Chris Richburg: [crichburg@shipdc.com](mailto:crichburg@shipdc.com).
  - i. Outgoing packages must be scheduled for pick-up and picked up by the carrier by March 27, 2025.

## 2. Shipping Perishable Items

- a. If you will be shipping perishable items, a detailed list of those items must be sent to Emma Paul no later than February 21st, 2025.
- b. Perishable items can be shipped using any vendor.
- c. Perishable packages should be addressed as follows:

Baltimore Marriott Waterfront Hotel  
% **Marriott Culinary Team: Attention Executive Chef**

<<Sponsor Contact Name>>

<<Sponsor Contact Phone Number>>

7700 Aliceanna Street

Baltimore, MD 21202

(440) 895-1806

Chef to Chef Conference

<<Booth #>>

March 23 - 25, 2025

**Perishable Item: <<Must Be Refrigerated OR Must Be Kept Frozen>>**

d. Packages should not arrive earlier than March 20, 2025 or fees will apply.

### **3. Shipments Requiring Loading Dock Usage**

- a. Deliveries requiring the loading dock do not need to be scheduled as long as they are “drop and go” deliveries.
- b. No parking is available in the loading dock area.
- c. See the Loading Dock Information PDF under Order Forms & Resources for more information.