

HotelPoint® 2018

INCOMING/OUTGOING SMALL PACKAGE SHIPPING PROGRAM

HotelPoint is not a “trade show”, or “product display” type of Event. Materials sent to the Event must be of the size and scope to sit on top of the 30” round table provided for you in your designated One-on-One area and/or be easily transported, setup, and dismantled within the timelines established for your boardroom meeting setup and meeting. The venue does not have the capacity to receive or store large product displays, nor will this type of product be permitted in your One-on-One area. Rather, what we expect to see are primarily boxes of sales literature, give-away items, and some small product displays (again, that will fit on top of a 30” round).

JW Marriott Desert Ridge Resort and Spa will manage the Suppliers incoming packages and we have established a small package handling program with the venue.

Suppliers should coordinate outgoing package shipments with the venue’s Shipping and Receiving office via carriers such as FedEx, etc. The venue has assigned the **Shipping Department** as the designated area where HotelPoint shipments will be received and housed during the Event. Aaron Rutherford will manage this area and can be reached at pm1059@fedex.com or (480) 563-4919.

Package Handling

JW Marriott Desert Ridge Resort and Spa agrees to receive and store packages as they are received from HotelPoint participants who have completed and returned the Hotel Shipping Form. JW Marriott Desert Ridge Resort and Spa will store these packages in the hotel’s secured storage area and HotelPoint participants may make arrangements for their packages to be delivered to their hotel rooms and/or the HotelPoint One-on-One Meeting Area (Grand Canyon Ballroom) during the following hours:

- Saturday April 7th from 4:00pm-6:00pm
- Sunday April 8th from 3:00pm-7:00pm
- Monday April 9th and Tuesday, April 10th from 7:00am-6:00pm

HotelPoint participants should send their packages to the following address **not** to arrive before **Thursday April 5^h, 2018**

TO: Marriott Desert Ridge Resort and Spa
HotelPoint 2018 / SUPPLIER COMPANY NAME

ATTN: NAME OF PERSON THAT WILL CLAIM PACKAGE (MUST BE A REGISTERED GUEST FOR BILLING PURPOSES AND INCLUDE CELL PHONE NUMBER)

ADDRESS: 5350 East Marriott Drive
Phoenix, AZ 85054

All packages will be held in the hotel Shipping Department until they are delivered to the designated room or until they are picked up by the Supplier during the designated herein. In order to retrieve your packages, please contact the Shipping Department during business hours.

Handling Fees

The JW Marriott Desert Ridge Resort and Spa assesses handling fees as noted below. For your convenience, charges will be posted to the guest room. Charges will appear on your final room bill as Business Center.

Storage Fees

The hotel cannot store packages for more than three (3) days prior to or three (3) days after a program. A storage fee of \$25.00 per piece, per day (any size or weight), will be applied to all materials shipped earlier than three (3) working days prior to the events.

Due to storage space concerns, JW Marriott Desert Ridge Resort and Spa will not be able to store empty boxes for outgoing shipping needs on Tuesday. For packages exceeding the 100-lb. weight limit, HotelPoint participants are requested to contact [Stacie Goddard](#) for special handling instructions/pricing.

Other than the Storage/Handling fees, there will be no additional charges assessed for the delivery of these packages. Gratuities for the delivery of these packages to the designated areas will be at the guest's discretion. Guest must be present to provide signature.

All items are subject to the following storage/handling fees:

Inbound/Outbound Packages

0 to 10 pounds	\$ 5.00 each
11.0-20 pounds	\$15.00 each
20.1-30 pounds	\$20.00 each
30.1-61+ pounds	\$40.00 each
Cases, Display boxes, Large tubes, Oversize boxes	\$40.00 each
Crate/Pallet under 75lbs	\$95.00 each
Shrink Wrapped Pallets	\$95.00 each
Crate over 75lbs	\$150.00 each

The venue will post this fee to the individual accounts of the sender. As mentioned, due to limited storage space, boxes can be accepted no more than three (3) working days prior to the meeting.



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SHIPPING/ RECEIVING DEPARTMENT HOTEL FEE SHEET:

Email this form to Aaron Rutherford at pm1059@fedex.com

Shipment should not arrive before Thursday April 5th, 2018

BILLING INFORMATION:

Recipient/ Responsible Person: _____ Date: _____

Supplier Company: _____

Address: _____

Cash Payment: Yes _____ No _____

OR Bill to: Room Number: _____ Master Account #: _____

Type of Credit Card: _____ Exp. date _____ Credit Card #: _____

Credit Card Holder Name: _____ Signature: _____

RECEIVING FEES for INCOMING SHIPMENTS:

Packages up to 10 lbs. (boxes, envelopes, soft packages, tubes): \$5/item

Number of packages: _____ x \$5 each = \$ _____

Packages 11 lbs. to 20lbs: \$15/item

Number of packages: _____ x \$15 each = \$ _____

Packages 20.1lbs to 30 lbs. \$20/item

Number of packages: _____ x \$20 each = \$ _____

Larger Packages over 30 lbs. (large boxes, golf club sets): \$40/bag or box

Number of larger packages: _____ x \$40 each = \$ _____

Crates, (under 75 lbs.) or shrink wrapped pallets: \$95/unit

Number of crates and or shrink wrapped pallets: _____ x \$95 each = \$ _____

Crates, (over 75 lbs.): \$150/unit

Number of pallets, crates, and boxes (over 100 lbs.): _____ x \$150 each = \$ _____

GENERAL STORAGE for _____ days at \$25 /item/day = \$ _____

BORROWED TOOLS (when available) or EXTRA SHIPPING LABOR:

Pallet Jack Rental at \$30/day or \$90/week for _____ days/weeks = \$ _____

Extra Labor: Entering trucks to load/unload, using forklift, shipping desk, etc.:

- \$30/hour (4 weeks or more advance notice)
- \$40/hour (less than 4 weeks' notice)
- \$65/hour with 24-hours' notice or less

_____ hours at _____ (applicable rate above) = \$ _____

TOTAL OF ALL CHARGES SHOWN ABOVE: \$ _____