

THE WESTIN
KIERLAND RESORT & SPA
Phoenix / Scottsdale

StorePoint[®]Fresh 2019

INCOMING/OUTGOING SMALL PACKAGE SHIPPING PROGRAM

StorePoint Fresh 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 Resort 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).

Westin Kierland Resort & Spa will manage our supplier in-coming packages and we have established a small package handling program with the Resort.

Suppliers should coordinate out-going package shipments with the resort’s Shipping and Receiving office via carriers such as FedEx, etc. The Resort has assigned the **Resort Package Room** as the designated area where StorePoint Fresh shipments will be received and housed during the Event. Sasa Stankovic will manage this area and can be reached at Sasa.Stankovic@westin.com or (480) 624-1261.

Package Handling

Westin Kierland Resort & Spa agrees to receive and store packages as they are received from StorePoint Fresh participants who have completed and returned the Hotel Shipping Form (see page 3). Westin Kierland Resort & Spa will store these packages in the hotel’s secured storage area and StorePoint Fresh participants may make arrangements for their packages to be delivered to their hotel rooms and/or the StorePoint Fresh One-on-One Meeting Area during the following hours:

- Sunday, January 27th from 3:00pm-7:00pm
- Monday, January 28th from 7:00am-6:00pm
- Tuesday, January 29th from 7:00am-6:00pm

StorePoint Fresh participants should send their packages to the following address **not** to arrive before **Thursday, January 24, 2019:**

TO: WESTIN KIERLAND RESORT & SPA
STOREPOINT FRESH 2019 - YOUR COMPANY NAME
ATTN: NAME OF PERSON THAT WILL CLAIM THE PACKAGE (MUST BE REGISTERED GUEST FOR BILLING PURPOSES)
ADDRESS: 6902 EAST GREENWAY PARKWAY
SCOTTSDALE, ARIZONA 85254

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

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Handling Fees

The Westin Kierland Resort & 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, Westin Kierland Resort & Spa will not be able to store your empty boxes for outgoing shipping needs on Tuesday.

For packages exceeding the 100-lb. weight limit, StorePoint Fresh participants are requested to contact Nikki.Rousseau@cpmgevents.com to receive instructions/pricing for special handling charges.

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 Packages

0 to 5 pounds	\$ 5.00 each
6 to 20 pounds	\$10.00 each
21 to 50 pounds	\$20.00 each
Over 50 pounds	\$0.35 cents per pound
Crates	\$0.35 cents per pound
Pallets	\$0.35 cents per pound

Outbound Packages \$0.35 cents per pound

The Resort 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 notification required before any shipment will be accepted.
 Completed form should be emailed to Sasa Stankovic at Sasa.Stankovic@westin.com

Today's Date _____	Guest Name _____
Company Name _____	Guest Mobile # _____
	Guest Email _____
# Boxes Shipped _____	# Pallets Shipped _____
Tracking # _____	Tracking # _____

(TRACKING NUMBERS MUST BE PROVIDED FOR EACH ITEM SHIPPED)

Shipping Date _____	Arrival Date _____
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DELIVER TO:

<input type="checkbox"/>	Guest Room	
<input type="checkbox"/>	Meeting Room	Room Name _____
<input type="checkbox"/>	Hold For	Guest Name _____
	Date to Deliver	_____
	Time	_____

METHOD OF PAYMENT:

<input type="checkbox"/>	Bill Guest Room	Guest Name _____
		Hotel Confirmation # _____

<input type="checkbox"/>	Credit card	Contact Sasa Stankovic at Sasa.Stankovic@westin.com who will provide a Unique Secure On-Line link for Payment. DO NOT INCLUDE A CREDIT CARD NUMBER ON THIS DOCUMENT
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FEES INBOUND PACKAGES:

0 to 5 pounds	\$ 5.00 each
6 to 20 pounds	\$10.00 each
21 to 50 pounds	\$20.00 each
Over 50 pounds	\$0.35 cents per pound
Crates &/or Pallets	\$0.35 cents per pound

FEES OUTBOUND PACKAGES:

\$0.35 cents per pound

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. Send all packages address as follows:

TO: WESTIN KIERLAND RESORT & SPA
 STOREPOINT FRESH 2019 – **INSERT YOUR COMPANY'S NAME**
 ATTN: **INSERT NAME OF REGISTERED GUEST THAT WILL CLAIM THE PACKAGE**
 ADDRESS: 6902 EAST GREENWAY PARKWAY
 SCOTTSDALE, ARIZONA 85254