

BUSINESS CENTER AND SHIPPING



The UPS Store at the JW Marriott Camelback Inn is available to provide you with a full array of professional business services.

Parcel Management:

- Inbound and Outbound
- Professional Packaging Services
- Freight Services
- Crating
- Shipping via: UPS, FedEx, USPS, DHL and LTL Carriers
- Packaging Supplies

Printing, Copying and Document Services:

- Digital Black/White & Color
- Posters, Banners and Signs up to 44" wide
- Full Binding capabilities
- Laminating
- Padding
- Online Document Submission and Proofing
- Business Cards, Presentation Folders and Labels
- Computer Work Stations
- Graphic Design and Editing
- Clerical Services, including Typing, Word Processing and Desktop Publishing

Additional Services:

- Office and Meeting Supplies
- Phone and Laptop Chargers
- Fax Service
- Passport and ID Photos and Badges

Hours: The UPS Store is open (7) days a week; see your Event Manager for hours of operation. Additional hours are available, upon request, to accommodate your meeting needs. Phone: (480) 596-7096 or Store6170@TheUPSStore.com

Alleviate stress and worry; reduce cost by submitting all of your **meeting and convention material to be printed at The UPS Store, contact us at (480) 596-7096**. Pricing is extremely competitive and the quality is superior. You save on shipping costs and eliminate delivery and damage worries. On-site/on-time printing will allow you to produce the quantity of documents that you anticipate needing, affording you the luxury to produce additional quantities as your needs change.

Guest Faxes: Should be directed to (480) 951-8469. This fax machine is located in our UPS Store and is forwarded to the Front Desk after hours.

Shipping and Receiving:

Due to storage limitations, JW Marriott Camelback Inn can only accept your shipment within three days of your group arrival. If your group requires extensive storage space, or if boxes arrive more than three days prior to your arrival, the Hotel reserves the right to assess an additional storage charge. Please inform your Event Manager of the total number of boxes being shipped. The status of a shipment can be confirmed by calling The UPS Store at (480) 596-7096. To ensure proper handling of your materials, shipping labels must include the following:

To: JW Marriott Camelback Inn
Attn: Meeting Planners Name
5402 E. Lincoln Drive
Scottsdale, AZ 85253
C/O: Name of your conference, Conference
Date(s)



EXHIBIT ORDER FORM



“Conference Attending_____”

Contact Information

Company Name _____
Contact Name _____
Address, City, State, Zip _____
Phone _____
Email Address _____

Payment Information

Credit Card Name _____ Number _____
Exp Date _____ Billing Zip Code _____
Authorized Signature _____

Handling & Storage Fee

Hotel Packages

Parcels & Overnight Letters *(Incoming/Outgoing)*

Envelopes _____ \$7.00
1-9 lbs. _____ \$9.00
10-19 lbs. _____ \$15.00
20-39 lbs. _____ \$25.00
40-59 lbs. _____ \$50.00
60-99 lbs. _____ \$75.00
100+ lbs. _____ \$100.00

Storage

Storage Fee Schedule *(Incoming/Outgoing)*

Up to 3 days _____ No charge
4 - 7 days _____ \$15.00 per package / day
8 + days _____ \$25.00 per package / day

Display Cases *(Incoming/Outgoing)*

Display boxes, posters, large tubes _____ \$40.00
Display Case each _____ \$60.00

Pallets *(Shrink Wrapped & Self Contained)*

Pallets (delivered to meeting room) _____ \$200.00

Crates *(Incoming/Outgoing)*

Crates up to 149 lbs. _____ \$100.00
Crates from 150 lbs. _____ \$150.00-\$300.00

Special Instructions

Outgoing packages may include Packing, Shipping + Handling Fees