



JW MARRIOTT
DESERT SPRINGS
RESORT & SPA

SHIPPING & RECEIVING

Regarding the shipping of any equipment or boxes to our resort, they should be addressed as follows:

Name of Guest* / Name of Group or Convention (*Person who will physically be receiving parcel)

Name of Company

74855 Country Club Drive

Palm Desert, CA 92260

Attn: Garfield D'Souza

We also ask that boxes be numbered "1 of 6", "2 of 6", "3 of 6", etc. This way, we will know when incomplete shipments are received. Needless to say, it is also very helpful for you to bring appropriate bills of lading, including all tracking numbers with you when you arrive at the resort. Please keep in mind that the resort has very limited space for boxes and equipment storage. We would appreciate it if your shipments were sent as close as possible to your program dates. However, to guarantee prompt delivery, please do not schedule packages to arrive on the same day they are needed.

Due to the layout of the hotel, we are unable to store display materials and/or show merchandise. At the conclusion of your set-up operations, all related equipment (including trucks, crates, etc.) must be removed from the premises and returned no earlier than the last day of the exhibits/production event.

SHIPPING & RECEIVING CHARGES

The Business Center offers shipping services via all major couriers (Fedex & UPS) with weekday pickups at 3 p.m. for overnight delivery. The resort charges a handling fee for all incoming and outgoing parcels. These charges can be applied to a guest room or to a group master account. For non-guests, please be prepared to provide a credit card for payment of appropriate incoming and outgoing handling fees. Boxes and other shipping supplies are available in the Business Center.

Please call our Shipping & Receiving department direct at (760) 341-1834 regarding your incoming packages.

The resort assumes no responsibility for materials left in ballrooms, meeting rooms or anywhere on the convention floor unless they have been physically received and signed for by our shipping department staff. Please call our shipping department for assistance at extension 6301.

For our complete fee schedule, please see the **Exhibit Order Form** on the next page. Our fee schedule is also available online on our website at www.dsebc.com. In order to expedite delivery of your materials, we encourage you to fill out the **Exhibit Order Form** and fax it to our shipping and receiving department at (760) 837-1296 prior to your arrival and to please provide credit card information, if you are not a guest at the resort or do not plan on billing your fees to your guest room or group master account (Please note that only authorized signers may charge to a group master account.)

EXHIBIT ORDER FORM

The Mailing Center offers shipping services via all major couriers (Fedex & UPS) received weekdays after approximately 10:30 a.m. and pickups weekdays at 3:00 p.m.

The resort charges a handling fee for all incoming and outgoing parcels. Boxes and other shipping supplies are available in the Business Center.

Please call our Shipping & Receiving department direct at (760) 341-1834 with questions regarding your incoming packages.

At the conclusion of meetings, the resort assumes no responsibility for materials left unattended ballrooms, meeting rooms or anywhere on the convention floor unless they have been physically received and signed for by our shipping department staff. Please call our shipping department for assistance at extension **6301** or **1834** or call extension **8500** if there is no answer.

CONTACT INFORMATION:

COMPANY NAME / CONFERENCE NAME

CONTACT NAME

ADDRESS

ADDRESS 2

CITY

STATE ZIP CODE

PHONE NUMBER / CELL NUMBER

FAX NUMBER

EMAIL ADDRESS

INCOMING HANDLING FEES:

Envelope - Long side up to 18" - each	\$3
1-5 pound pkg - each	\$5
6-20 pound pkg - each	\$10
21-45 pound pkg - each	\$20
46-70 pound pkg - each	\$30
71-100 pound pkg - each	\$50
101-150 pound pkg - each	\$65
151 + pound pkg - each	\$75
Golf Bag / Box - each	\$25
Self-Contained Display Unit - each	\$50
Pallet / Skid - each	\$150
Forklift Required / Oversized (minimum) - each	\$300
Labor - Per Hour Per Man	\$50

STORAGE PER DAY:

Sm / Med pkg - Long side up to 24" - each	\$5
Lg pkg - Long side over 24" - each	\$10
Self-Contained Display Unit - each	\$25
Pallet or Large Crate - each	\$50

OUTGOING HANDLING FEES:

Envelope - Long side up to 18" - each	\$3
Sm Pkg - Long side up to 12" - each	\$5
Med Pkg - Long side up to 18" - each	\$10
Lg Pkg - Long side up to 24" - each	\$20
XL Pkg - Long side over 24" - each	\$35
Golf Bag / Box - each	\$25
Self-Contained Display Unit - each	\$50
Pallet / Skid - each	\$150
Forklift Required / Oversized (min.) - each	\$300

BILLING:

SIGNATURE Date: _____

CREDIT CARD # Exp Date: _____

NAME ON CREDIT CARD (Please Print) Arrival Date: _____

COMPANY NAME Departure Date: _____



FEES FOR INCOMING SHIPPING

Please see the our fee schedule to determine the resort's handling fees for your incoming packages. To expedite handling of your packages, please provide the information requested and **fax this form back to us at:**

760-837-1296

Desert Springs Mailing Center

JW Marriott Desert Springs Resort & Spa
74-855 Country Club Drive,
Palm Desert, CA 92260-1999

Mailing Center: (760) 341-1834

E-mail:

shipping@dsebc.com

Website:

www.dsebc.com

Fax:

760-837-1296

Fedex/UPS Tracking Numbers (if available):
