

## EXHIBITOR SHIPPING INFORMATION

### **INCOMING SHIPMENTS:**

All incoming shipments are received and stored by the hotel Business Center. All boxes/packages/letters should be labeled with the following:

Receiver/Your Name/or the name of person who will be looking for the packages  
C/O: AzTAP AT Summer Institute – 7/21 & 7/22, 2014  
Arizona Grand Resort & Spa  
8000 South Arizona Grand Parkway  
Phoenix, Arizona 85044

**Incoming Letters:** No charge

**Incoming Box/Package:** \$15.00 per Individual Box/Package - (Weighing less than 75 lbs)

**Incoming Pallets/Oversize Items/Equipment:** \$125.00 per pallet & \$40.00 per AV Anvil Cases and Display Cases

To confirm that your shipments have arrived, you may call the Business Center directly at 602-431-4391. When you arrive to the resort, you may retrieve your package(s) by visiting the Business Center, which is located on the second level of the Conference Center, or by dialing ext. 84391 from any resort phone.

### **OUTGOING SHIPMENTS:**

1. Obtain an Arizona Grand Resort Shipping Form from the Business Center located on the second level of the Conference Center or by dialing ext. 84391 from any resort phone.
2. The Business Center requires one completed Shipping Form for each destination. Standard shipping rates will apply based on the weight and destination of shipment. If a separate carrier account has been established, please indicate on the Shipping Form. Handling fees will still apply.
3. Packing and shipping supplies are available in the Business Center.
4. For parcel pick-up from any resort location, please contact the Business center at ext. 84391.
5. Shipments will not be sent without an Arizona Grand Resort Shipping Form, even if air bills or prepaid labels have been provided.

**Outgoing Pallets/Oversize Items/Equipment:** \$125.00 per pallet & \$40.00 per AV Anvil Cases and Display Cases

**Outgoing Letter/Box/Package:** \$20 .00 per International Box/Package - (Weighing less than 75 pounds), \$15.00 per Domestic Individual Box/Package - (Weighing less than 75 pounds) & \$5.00 per Letter

**The price quoted is the handling fee charge, shipping charges are assessed after weight and destination have been determined**

### **ADDITIONAL NOTES:**

*Assistance with your shipping and receiving is available from Resort staff. See the following:*

Labor is available at a rate of \$35/hour/staff with a 4 hour minimum. 72 hour notice is required. Dock usage is available by advance reservation only. Arizona Grand Resort does not import any parcels. All paperwork regarding customs and duties must be completed by the shipper.

**2 Day Event/Overnight Security Considerations:**

The Arizona Grand Resort & Spa and the Arizona Technology Access Program (AzTAP) are not responsible for valuables, equipment or conference materials left at exhibitor tables overnight. The exhibit hall will be locked but, the Conference Center building will remain open overnight. In order to eliminate the chance of loss or theft we suggest you take any and all items of value with you and bring them back the following conference day.