



## JW Marriott Starr Pass Resort & Spa

The following instructions are intended to provide a seamless means of sending parcels and letters to the resort. We look forward to serving you and protecting your parcels and letters.

All fees listed below are charged to the guest room account or the group master account. Vendors participating in group/conventions who stay off premises will be charged via credit card before items are released.

### **HANDLING FEES**

#### **Incoming & Outgoing**

*Handling Fee includes 3 days of storage*

A	ENVELOPES / MAILERS	\$7
	PACKAGES (*)	
	1-10 lbs	\$10
	10.1-20 lbs	\$15
B	20.1-40 lbs	\$25
	40.1-60 lbs	\$50
	60.1-100 lbs	\$75
	100.1+ lbs	\$125
C	CRATES (*)	
	Less than 150 lbs	\$100
	150 lbs+	\$1 per pound
	PALLETS (*)	
	Single	\$175
	Double / Oversize	\$250*

(\*) - Oversize items requiring special handling will incur additional charges.

### **OVERSIZE (\*)**

Oversize packages (including pallets) are those that exceed any one or more of the following parameters: Height of 84" or taller, wider than 66", greater than 300 pounds, requiring forklift, and others as determined by PostNet.

All OVERSIZE items **must** be coordinated with PostNet in **advance of delivery**. Failure to pre-coordinate may result in PostNet rejecting delivery.

PostNet & JW Marriott do not provide forklifts or rentals.

### **STORAGE FEES**

Storage fees are charged for each package PostNet secures for more than the three (3) days of storage included in handling fees.

#### **Items stored 4-7 Days:**

Category: A - \$25 / B - \$50 / C - \$100

#### **Items stored 8-14 Days:**

Category: A - \$75 / B - \$125 / C - \$250

**Beyond 14 days:** Must be precoordinated with PostNet and fees assessed.

### **ADDRESSING**

Please address incoming items as:

ATTN: Guest/Client, Vendor, Exhibitor name  
Hold for: Convention/Group Name – Arrival Date  
3800 West Starr Pass Blvd  
Tucson, AZ 85745

To facilitate tracking when sending multiple packages, please annotate parcels as "1 of 6", "2 of 6", etc.

We have found it very helpful if package recipients have a list of tracking numbers (or bills of lading).

### **LABOR FEES**

(minimum 2 hour charge)

\$60 per hour / per employee

\$100 per hour on Sundays & Federal Holidays

Labor fees may be charged for activities such as conference room staffing, consolidation, sorting, breaking-down, & palletizing.

### **GENERAL GUIDANCE FOR GROUPS**

**PLEASE NOTE:** The resort has very limited space for box and equipment storage.

To **avoid** storage charges, shipments should arrive no sooner than three (3) days prior to your arrival and must depart the facility within three (3) days.

Outgoing handling fees do not include creating shipping labels. If group/vendor does not attach prepaid label, PostNet can create shipping labels via FEDEX, UPS, USPS, or DHL (per group / vendor preference).

**NOTICE: Any items left for more than 30 days will be destroyed or donated.**