

Please ensure anyone shipping packages to the Westin Kierland on your behalf receives these instructions

SHIPPING SCHEDULE AND HANDLING FEES

- The Westin Kierland uses FedEx Office, located in the onsite business center, to coordinate Shipping and Receiving.
- Your FedEx Office Shipping & Receiving Contact is **Rob Fessenden** (usa1060@fedex.com) / +1 480-596-1028.
- Handling fees detailed on the included *Westin Kierland FedEx Office Shipping Instructions* are levied on incoming and outgoing packages. Fees may be charged to your FedEx account number (recommended) or credit card. **The attached *Shipment Form* must be completed and returned to Rob Fessenden before your shipment arrives at the Westin Kierland.**
- **Shipments must be timed to arrive no earlier than Thursday, April 30, 2026.** Packages arriving earlier than April 30 will be subject to additional FedEx Office storage fees detailed on the *Westin Kierland FedEx Office Shipping Instructions*.
- Shipping and Receiving hours are 7:00 am–6:30 pm Monday – Friday / 7:30 am–4:00 pm Saturday / 8:00 am–1:00 pm Sunday
- Exhibition, Workshop, & Poster shipments will be delivered to the appropriate location in the conference space. Package pick-up by Guest at FedEx Office is not available.

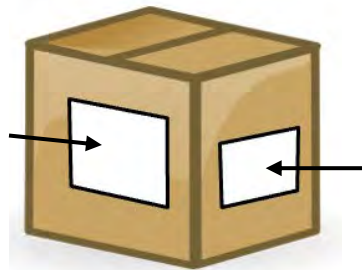
LABELING YOUR SHIPMENT

Please attach a **Main Shipping Label** and **Auxiliary Shipping Label** to each box. **Clearly show the following information:**

Main Shipping Label

Delegate Name / Cell Number
c/o FedEx Office
Westin Kierland Resort & Spa
6902 E. Greenway Parkway
Scottsdale, AZ 85254 USA

RDD 2026
Box __ of __



Auxiliary Shipping Label

Conference Delegate's Name / Company / Address
If different from above, also include:
Shipper's Name / Company /Address
RDD 2026 Conference / May 10-14, 2026
As appropriate, specify:
Deliver to my Poster / Exhibit Table / Workshop Room
If any items sent to the Westin will be shipped outside the US after the conference, also include:
"Items for trade demonstration and re-export"

OTHER IMPORTANT INFORMATION

- **RDD 2026 does not accept responsibility for items delayed, lost, or damaged in transit to or from the Westin Kierland.**
- Shipments will be brought to your exhibit table, poster location, or workshop room if you returned the attached *Shipment Form* to Rob Fessenden before the conference and payment was successful. If not, the shipment form must be completed by a delegate upon arrival at the Westin Kierland, before shipments are released and delivered.
- All international shipments are subject to customs inspection. **Please ensure sufficient time for customs clearance and include "Items for trade demonstration and re-export" on the Auxiliary Shipping Label and documentation.**
- Transport and custom charges are the responsibility of the sender. Neither RDD nor the Westin Kierland will pay transport or customs fees. Please ensure all transport and customs fees are prepaid.
- Package fragile equipment carefully. Dangerous or suspicious-looking materials should not be shipped to RDD 2026.
- **Oversize packages including pallets or items with special handling requirements must be coordinated with FedEx Office in advance of delivery.** Items that require special handling will be assessed an additional fee. See attached FedEx Office fee schedule.

OUTGOING SHIPMENTS

- You are responsible for organizing & packing your outgoing shipment. We suggest including prefilled shipping labels (don't forget to add your carrier's account number) and a roll of tape in an incoming box).
- FedEx Office will collect prepaid/prelabelled outgoing packages from your exhibit table, poster, or workshop room; you will not need to schedule pick-up for FedEx, USPS & UPS. They provide daily weekday pick-up. **You will need to schedule DHL pick-up.**
- FedEx Office can arrange outgoing shipments with major carriers (excluding freight) if your outbound shipment was not prepaid/prelabelled and automatically collected. Please take such packages to FedEx Office. If you do not have an account number for your preferred carrier, you will need to make payment by credit card.



HCO Parcel Management Credit Card Authorization Shipment Form

Instructions

It is essential that we protect the security of our customer's credit card data and personal information. This includes the processing, handling and storing of a customer's credit card, credit card data and/or receipt. The use of the Credit Card Authorization Form (CCAF) is restricted to Parcel Management locations only and the transaction must be completed (tendered in OTP/FPOS) immediately after the pickup or delivery has occurred and the credit card information must be disposed of in the Iron Mountain shredding bin. Under no circumstances should credit card data be temporarily or permanently retained within the Business Center and FedEx Office cannot accept credit card data via email or fax transmittal.

Sender's Information:

Ship to this Address: <input type="checkbox"/> Yes or No <input type="checkbox"/>	
Name:	
Address:	
City:	State:
Zip Code:	Phone Number:
Email Address:	

Recipient's Information:

Name:	
Address:	
City:	State:
Zip Code:	Phone Number:
Email Address:	
Signature Required: <input type="checkbox"/> Yes or No <input type="checkbox"/>	

Delivery Options:

Overnight (Next Business Day): <input type="checkbox"/> First <input type="checkbox"/> Priority <input type="checkbox"/> E.O.D	2 Day: <input type="checkbox"/> AM <input type="checkbox"/> E.O.D <input type="checkbox"/> Express Saver (3 Bus. Day)	<input type="checkbox"/> Ground/Home Delivery Declared Value:
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----- DETACH AND SHRED IMMEDIATELY AFTER THE TRANSACTION IS TENDERED -----

FedEx Account #	Fedex Office Account #
Name on Credit Card/ Account Holder:	Credit Card Type : <input type="radio"/> Visa <input type="radio"/> Master Card <input type="radio"/> AMEX <input type="radio"/> Discover
	Expiration Date Security Code Billing Zip Code:
Credit Card Number :	Account Holder Signature :



The Westin Kierland Resort & Spa Shipping Instructions

Preparing Your Shipment

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names unless the items are specifically for their use (e.g., hotel specifications, rooming lists or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office business center at **480.596.1028**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)
c/o FedEx Office at The Westin Keirland Resort & Spa
6902 E. Greenway Parkway
Scottsdale, AZ 85254
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
The Westin Keirland Resort & Spa
6902 E. Greenway Parkway
Scottsdale, AZ 85254
Phone: 480.596.1028
Fax: N/A
Email: usa1060@fedex.com

Operating Hours
Mon.–Fri.: 7:00 a.m. - 6:30 p.m.
Saturday: 7:30 a.m. - 4:00 p.m.
Sunday: 8:00 a.m. - 1:00 p.m.

Shipments With Special Requirements

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office with any specific questions in advance of shipping their items. If you have any special needs (e.g., refrigeration requirements, after-hours delivery requests or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

On-Site Package Delivery

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

Package Delivery to Guest Suites/Meeting Rooms

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



The Westin Kierland Resort & Spa Shipping Instructions

Upon Your Arrival

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **480.596.1028** ; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Handling And Storage Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$4.00	\$7.00
0.0–1.0 lb.	\$4.00	\$7.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$25.00	\$30.00
30.1–40.0 lbs.	\$30.00	\$36.00
40.1–50.0 lbs.	\$35.00	\$42.00
50.1–60.0 lbs.	\$40.00	\$48.00
60.1–150.0 lbs.	\$55.00	\$66.00
Pallets & crates*	–	\$150.00 or \$0.80/lb. > 187 lbs.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5' in size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

Package weights will be rounded up to the nearest pound.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.80/lb. > 187 lbs., which is applied to each pallet/crate handled.

Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.