

We-Ko-Pa Casino Resort

Inbound & Outbound Shipping Form

(Prices listed below are valid June 2026 – December 2026)

Please complete and return this form no later than seven (7) days before your event.
Email completed forms to jstrait@wekopa.com or call (480) 789-5323 with any questions.

EXHIBITOR / EVENT INFORMATION

Exhibitor / Company Name	
Conference / Event Name	
Primary Contact Name	
Booth Number	
Phone Number	
Email Address*	
Exhibit Dates	

*Email address required if requesting a receipt.

INBOUND SHIPPING DETAILS

Item Description	Quantity	Carrier	Tracking Number

SHIPPING INSTRUCTIONS

- Shipments may arrive no earlier than five (5) business days prior to the event.
- All packages must be clearly labeled with the recipient's name, company name, booth number, and conference/event name.
- Packages should be addressed to: We-Ko-Pa Casino Resort, 10438 Wekopa Way, Fort McDowell, AZ 85264.
- UPS and FedEx pickups are available Monday through Friday.
- Outgoing packages must be ready for pickup before 9:00 AM for same-day processing.

Exhibitors utilizing the event's official drayage contractor should coordinate directly with that contractor for exhibit freight

BILLING INFORMATION

Credit Card Holder Name
Credit Card Number
Expiration Date
Security Code (CVC)
Authorized Signature
Billing Method

Guest Name (if billing to guest room)
Reservation Confirmation Number
Contact Phone Number
Email Address
Date
☐ Credit Card ☐ Guest Room

I authorize We-Ko-Pa Casino Resort to charge the payment method listed above for applicable shipping, handling, and outgoing carrier charges.

Signature:_____ **DATE:**_____

INTERNAL USE ONLY – HOTEL SHIPPING & HANDLING CHARGES

This section is intended for We-Ko-Pa Casino Resort staff only and should not be completed by exhibitors or guests.

Handling Category	Inbound Qty	Outbound Qty	Rate	Total
Per Box up to 25 lbs.			\$15.00++	
Per Box 26–60 lbs.			\$50.00++	
Per Box 61–100 lbs.			\$75.00++	
Per Box 101+ lbs.			\$150.00++	
Pallet / Freight			\$300.00++	

++ Indicates 24% service charge and 9% sales tax.

We-Ko-Pa Casino Resort is not responsible for loss, theft, or damage to packages or materials shipped to or from the property. Senders are responsible for arranging appropriate insurance coverage.