



**WeKoPa Casino Resort**  
**Exhibitor Shipping Form – In & Out Bound Packages**

Please return this form to **John Strait, Director of Conference**, no later than **7 days before the event** via fax to **(480) 789-8545** or scanned to [jstrait@wekopa.com](mailto:jstrait@wekopa.com). Please call **(480) 789-5323** with any questions.

Shipments will not be delivered to the exhibit hall until the completed form is submitted to the hotel.

**\*\* EXHIBITOR CONTACT INFORMATION \*\***

Exhibitor Name: _____	Conference Name: _____
Contact Name: _____	Booth Number: _____
Phone Number: _____	Exhibit Location: _____
E-Mail: _____	Exhibit Date/s: _____

*\*\*E-Mail is required if you need a receipt*

**\*\* EXHIBITOR BILLING INFORMATION \*\***

**BILL TO CREDIT CARD**

Credit Card Holder: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CVC: \_\_\_\_\_

**BILL TO GUEST ROOM:**

Guest Name: \_\_\_\_\_

Confirmation #: \_\_\_\_\_

Contact #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

*\*\*E-Mail is required if you need a receipt*

**AUTHORIZED SIGNATURE:**    ×    \_\_\_\_\_    **DATE:**    \_\_\_\_\_

*I hereby authorize WeKoPa Casino Resort to utilize my credit card for the charges noted below.*

**\*\* HOTEL SHIPPING & HANDLING CHARGES \*\***

NOTE: ++ equals 23% service charges and 9% sales tax

	Incoming Quantity	Outgoing Quantity	Total Quantity		PRICE		TOTAL
Per Box up to 25lbs: _____	_____	_____	_____	X	\$15.00++ea	=	_____
Per Box 26 – 60lbs: _____	_____	_____	_____	X	\$50.00++ea	=	_____
Per Box 61 – 100lbs: _____	_____	_____	_____	X	\$75.00++ea	=	_____
Per Box 101+ lbs: _____	_____	_____	_____	X	\$150.00++ea	=	_____
Pallet / Freight: _____	_____	_____	_____	X	\$300.00++ea	=	_____

**(Please Note: The above prices do not include the outgoing carrier charges from utilizing UPS, FedEx, USPS or DHL.)**



## WeKoPa Casino Resort

### Shipping & Handling Information

- **RECEIVING:** WeKoPa Casino Resort is pleased to accept and store all shipments of boxes/materials required for your event according to the following policies:
  - The Hotel's receiving entrance is open **8:00am - 5:00pm, Monday through Friday.**
  - Deliveries must be received at the loading dock behind the hotel and clearly labeled with the following information:
    - **Guest/Recipient's Name:** \_\_\_\_\_ (person who will ask for & pick up the package/s)
    - **Exhibitor/Company Name:** \_\_\_\_\_
    - **Booth/Table Name or #:** \_\_\_\_\_
    - **Conference/Event Name:** \_\_\_\_\_

WeKoPa Casino Resort  
10438 Wekopa Way  
Fort McDowell AZ 85264  
Box # \_\_\_\_\_ of # \_\_\_\_\_
  - Meeting professionals MUST notify their Catering or Conference Manager of any shipments to the Hotel, especially if they require special handling. There are labor charges for receiving, storing and transporting packages to/from the meeting space. Please refer to your Sales Agreement for your contracted fees. **General delivery charges are as follows:**
    - | <u>Weight/Lbs</u> | <u>Charge</u>               |
|-------------------|-----------------------------|
| Less than 25 lbs  | \$15.00 ++ per package/box  |
| 26 – 60 lbs       | \$50.00 ++ per package/box  |
| 61 – 100 lbs      | \$75.00 ++ per package/box  |
| Over 101 lbs      | \$150.00 ++ per package/box |
| Pallet            | \$300.00 ++ per pallet      |

NOTE: ++ equals 23% service charges and 9% sales tax
  - The Hotel cannot assume responsibility for storage of boxes received more than five (5) business days before the Group's meeting, event or program. Shipments received before the five (5) days will be returned.
  - The Hotel does not accept liability for equipment, goods, displays or other materials that arrive or fail to arrive at the Hotel. The sender is responsible for insuring its property for loss or damage. All packages must be clearly marked with a return address.
  - Deliveries requiring the use of the loading dock for an extended period and/or special equipment must be coordinated with the Shipping Department in advance. Charges may apply. You may contact them directly at **480-789-5369**.
  - Exhibit materials must be shipped through the Group's designated drayage company. Any exhibitor choosing to ship packages directly to the Hotel are subject to shipping and handling fees.
  - Any shipment being sent on your behalf through sponsors and/or vendors should be informed of these procedures.
  - Packages can be retrieved by contacting our Loews Immediate Needs Coordinator (LINC) by dialing Ext. 0 on any Hotel house phone. When calling, please let our LINC personnel know where you would like your packages delivered (i.e. your exhibit booth, your guestroom, etc).
  - Please make sure you are present at the time of delivery to sign for all packages.
  - Please keep in mind that most shippers deliver packages to WeKoPa between 10:30 am and 2:00 pm. It may take the receiving department several hours to process all packages once delivered. Therefore, some same-day deliveries may not be available until 3:00pm that day.
- **SHIPPING:** WeKoPa Casino Resort is pleased to ship out all boxes/materials according to the following policies:
  - All guests or attendees must fill out a Shipping Request Form for each outgoing item. These may be found at the Bell Desk, Front Desk or with any Banquet Houseman.
  - Boxes must be dropped off at the Front Desk/Bell Desk or picked up by a Banquet Houseman before 9:00 am to be shipped out the same day. After 9:00 am, boxes will be shipped out the following business day.
  - UPS and FedEx have daily pick-ups from the Hotel Monday through Friday. FedEx Ground pick-ups must be pre-arranged by the shipper directly with FedEx. The Hotel cannot arrange FedEx ground pick-ups on your behalf.
  - No cash on delivery (COD) packages will be accepted. The Hotel policies on safe package handling are based on the advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).



**Loading Dock Details:**



Loading Dock Area  
upon entrance- please use  
small loading dock to left of the  
main dock for the  
conference center