



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 in our retail store across the Aki Bridge on the east side of the resort.

We offer shipping via FedEx, UPS, USPS, & DHL.

All fees listed below are charged to the guest room folio 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
	20.1-40 lbs	\$25
B	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 (pallets/crates) 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.

STORAGE FEES

Storage fees are charged for each package PostNet secures for more than the three (3) days.

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: Fees assessed case-by-case.

PostNet Disclosure

PostNet is not responsible for items left after 30 days. Items will be destroyed or donated.

ADDRESSING

Please be advised.

Guest and Group Packages are sorted & stored separately. Incorrectly addressing your packages may delay delivery.

Please address incoming items as:

ATTN: Guest Name
(Estimated) Arrival Date
3800 West Starr Pass Blvd
Tucson, AZ 85745

-OR-

ATTN: Recipient/Vendor/Exhibitor Name
Hold for: Convention/Group Name
(Estimated) 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.

LABOR FEES

(minimum 2 hour charge)

\$60 per hour / per employee

\$120 per hour on Sundays & Federal Holidays

Labor fees may be charged for activities such as conference / ballroom staffing, consolidation, sorting, breaking-down boxes or pallets, & 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.

PostNet does not provide forklifts or drivers.

Outgoing pricing does not include creating shipping labels. If a prepaid label is not attached, please coordinate with PostNet to create shipping labels & payment.

Contact Information

Magda Good – Center Manager / magda.good@postnet.com
Patrick Billings – Dock Supervisor / patrick.billings@postnet.com
Esmeralda Godinez – Assistant Retail Manager
esmeralda.godinez@postnet.com
Shipping & Receiving Dock: 520-791-6140
Retail Store: 520-791-6200
We Text Too! 520-540-1996
Dock Hours: Monday thru Friday 7:30 am – 4 pm
Retail Store Hours: Monday thru Friday 9 am-5 pm / Sat: 9am-1pm