GROUP PACKAGES & SHIPPING

To ensure efficient handling and storage of material, all packages for meetings may be delivered to the Resort no more than five days prior to the event due to a minimal amount of storage space. Notification of deliveries with tracking numbers must be provided in writing. The Resort will not assume any responsibility for the damage or loss of merchandise sent to the Resort for storage. **Talking Stick Resort will not accept any COD packages or packages that require a signature upon delivery.** We recommend incoming boxes be addressed to attention of the Event Manager working the program as follows.

PACKAGES GOING TO MEETING ROOMS:

For Exhibit Shipping Please Use The Second Page

Talking Stick Resort
Attn: Event Manager / Group Name / Guest Name
9800 East Talking Stick Way
Scottsdale, Arizona 85256



PACKAGES GOING TO GUESTROOMS:

Talking Stick Resort
Guest: Mr./Ms. _____ / Arrival Date:_____
9800 East Talking Stick Way
Scottsdale, Arizona 85256

AMAZON PACKAGES: & LOCAL CURRIERS

Add Delivery instructions as follows:
Please Deliver to the Receiving/Loading Dock at Talking Stick Resort

LOADING DOCK:

The Resort loading dock is open for deliveries Mon-Sat from 9:00am – 2:00pm
Deliveries prior to 9:00am and after 2:00pm or on Sunday will require special arrangements and must be booked in advance. *Labor fees may apply.
Guests, vendors, and outside suppliers are limited to the use of one loading bay.
(Note: Guests, vendors, and outside suppliers needing access to the 'back-of-house' must wear visitor badges at all times. A valid state ID is required and badges will be issued by the Security Department.)

FREIGHT ELEVATOR:

Weight capacity: 20,000lbs; Platform size 12' x 24', Door size 12' w x 10' h

FEES:

Standard Boxes	$25.00 per Each Additional Box
Large Boxes 30 to 60 lbs.	$75 per box
Pallet or Crate Fee	$275.00 per Pallet/ crate
Oversize crates	$500.00 per crate
Loading/Unloading Trucks or For deliveries outside Dock Hours	*$50.00 per Hour, per Staff Member

Two hour minimum applies. Cancellations will be honored with four business hours notice.

Outgoing Boxes need to be ready to ship upon arrival at the loading dock; Talking Stick Resort does not sell packaging materials on-site. The Resort will only hold a box for 24 hours after the event concludes.



TALKING STICK RESORT

Please fill out all the prompts below and attach to the outside of your package(s). Thank you!

TALKING STICK RESORT

Hold For Arrival

Event Manager:_____

Event Name:_____

Guest Name:_____

Company:_____

Arrival Date:_____

Booth Number or Table:_____

Box ____ of ____