

# OUTSIDE VENDOR SHIPPING INFORMATION

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THIS DOCUMENT OUTLINES THE STEPS AND INFORMATION REQUIRED FOR OUTSIDE VENDORS TO ARRANGE SHIPPING TO THE SCOTT RESORT & SPA. THE CORRESPONDING SHIPPING INFORMATION FORM CAN BE ACCESSED VIA THE PROVIDED LINK BELOW.

## IMPORTANT NOTES:

- VENDORS MUST ARRANGE PAYMENT FOR SHIPPING AND RECEIVING PRIOR TO THEIR ARRIVAL.
- FORM MUST BE SUBMITTED AT LEAST TWO (2) WEEKS BEFORE THE EVENT.
- SHIPMENTS CAN ONLY BE ACCEPTED UP TO THREE (3) DAYS PRIOR TO THE EVENT. IF ITEMS ARRIVE EARLIER, THEY MAY BE REFUSED OR SUBJECT TO STORAGE FEES.

## HOW TO PREPARE AND SUBMIT SHIPPING INFORMATION:

### COMPLETE THE ONLINE FORM:

- CLICK THE LINK BELOW TO ACCESS AND FILL OUT THE REQUIRED SHIPPING INFORMATION FORM. ENSURE ALL REQUIRED FIELDS ARE COMPLETED ACCURATELY.
- [CLICK HERE TO ACCESS THE SHIPPING FORM](#)

### INFORMATION TO HAVE READY:

- CONFERENCE NAME, DATE(S), VENDOR COMPANY NAME
- PAYMENT CONTACT DETAILS (PERSON RESPONSIBLE FOR ARRANGING PAYMENT FOR SHIPPING/RECEIVING):
  - NAME
  - EMAIL
  - PHONE NUMBER
- ON-SITE RECEIVER DETAILS\* (PERSON WHO WILL BE ON-SITE TO RECEIVE PACKAGES OR MANAGE DELIVERIES DURING THE EVENT. THIS MUST BE SOMEONE FROM YOUR ORGANIZATION, NOT A REPRESENTATIVE FROM THE SCOTT.)
  - NAME
  - EMAIL
  - PHONE NUMBER

\*IF THE SAME INDIVIDUAL HANDLES BOTH PAYMENT AND ON-SITE RECEIVING, YOU ONLY NEED TO COMPLETE THE PAYMENT CONTACT SECTION.

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## HOW TO LABEL PACKAGES

EACH PACKAGE MUST BE CLEARLY LABELED WITH THE FOLLOWING INFORMATION:

1. RECEIVER: NAME OF THE ON-SITE PERSON WHO WILL SIGN FOR THE DELIVERY
2. C/O (CARE OF): CONFERENCE NAME & DATES
3. THE SCOTT RESORT & SPA
4. 4925 N. SCOTTSDALE RD.
5. SCOTTSDALE, AZ 85251

## SHIPPING COSTS

### INCOMING SHIPMENTS

THE FOLLOWING HANDLING FEES APPLY TO INCOMING SHIPMENTS:

- LETTER: COMPLIMENTARY
- BOX / PACKAGE (0 - 50 LBS): \$20
- INTERNATIONAL BOX / PACKAGE (0 - 50 LBS): \$25
- BOX / PACKAGE (51+ LBS): \$60

PALLETS, OVERSIZE ITEMS, AND EQUIPMENT (INCLUDES STORAGE FEES):

- OVERSIZE ITEM (0 - 50 LBS): \$50
- OVERSIZE ITEM (51+ LBS): \$100
- PALLET: \$150

### OUTGOING SHIPMENTS

THE PRICE QUOTED BELOW REFLECTS THE HANDLING FEE ONLY. ACTUAL SHIPPING CHARGES WILL BE DETERMINED BASED ON THE WEIGHT AND DESTINATION OF THE SHIPMENT.

- LETTER: \$5
- DOMESTIC BOX / PACKAGE (0 - 75 LBS): \$20
- INTERNATIONAL BOX / PACKAGE (0 - 75 LBS): \$25

PALLETS, OVERSIZE ITEMS, AND EQUIPMENT (INCLUDES STORAGE FEES):

- DISPLAY CASE / OVERSIZE PACKAGE: \$50
- AV ANVIL CASE: \$150

## VERIFY SHIPMENT ARRIVAL

CALL THE RESORT AT 480.424.6049 TO CONFIRM PACKAGE ARRIVALS.