



Loews Ventana Canyon Resort Shipping Form

Please return this form to **Claritssa Dillemath**, *Conference Service Manager*, no later than **7 days prior to your event** via fax to **(520) 299-4151** or scanned to Claritssa.Dillemath@loewshotels.com. Please call **(520) 529-7916** with questions. **Boxes WILL NOT be delivered prior to the completion of this form.**

** GENERAL INFORMATION **

Company Name: _____ **Conference Name:** 53rd MBCEA Conf/MBMA Mtg
Contact Name: _____ **E-Mail:** _____
***E-Mail is required if you need a receipt*
Phone Number: _____
Meeting Room Location: Kiva Ballroom **Meeting Date:** April 27-29, 2022

** BILLING INFORMATION **

BILL TO CREDIT CARD

Credit Card Holder: _____
Credit Card Number: _____
Expiration Date: _____
E-Mail: _____
***E-Mail is required if you need a receipt*

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 Loews Ventana Canyon Resort to utilize my credit card for the charges noted below.

** SHIPPING & HANDLING INFORMATION **

	Incoming Quantity	Outgoing Quantity	Total Quantity		PRICE		TOTAL
Carrier Envelope	_____	_____	_____	X	\$2.00	=	_____
Per Box 1 – 10lbs Or padded pack	_____	_____	_____	X	\$5.00	=	_____
Per Box 11 – 20lbs	_____	_____	_____	X	\$10.00	=	_____
Per Box 21 – 40lbs:	_____	_____	_____	X	\$20.00	=	_____
Per Box 41 – 60lbs:	_____	_____	_____	X	\$40.00	=	_____
Per Box 61lbs & up:	_____	_____	_____	X	\$75.00	=	_____
Pallet / Freight:	_____	_____	_____	X	\$300.00	=	_____

*(Please Note: The above prices do not include the **outgoing** shipping costs from utilizing UPS, FedEx, USPS & DHL services.)*



Loews Ventana Canyon Resort Shipping & Handling Information

- **RECEIVING:** Loews Ventana Canyon 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 **7:00am – 3:30pm, Monday through Friday** & **7:00am – 12:00pm on Saturdays**.

➤ 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:** 53rd MBCEA Conf
Loews Ventana Canyon Resort
7000 North Resort Drive
Tucson, AZ 85750
Box # _____ of # _____

➤ Meeting planners 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:**

Incoming Package Handling	Price
Carrier Envelope	\$2.00
Padded Pak	\$5.00
1 - 10 lbs.	\$5.00
11 - 20 lbs.	\$10.00
21- 40 lbs.	\$20.00
41 - 60 lbs.	\$40.00
61+ lbs.	\$75.00
Pallets	\$300.00 each

- Storage over (3) days is \$25.00 per item, per day.
- Pallet Storage is \$50.00 per pallet, per day.
- If delivery is required within the hotel, an additional \$100.00 per pallet will apply.
- Group is responsible for removal of all pallets and shipping materials. If pallets and shipping materials are not removed, removal fee of \$10 per pallet will apply and will be added to master account.
- The Hotel cannot assume responsibility for storage of boxes received more than five (5) business days prior to the Group's meeting, event or program. Shipments received prior to 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 of time and/or special equipment need to be coordinated with the Conference and Catering Department in advance. Charges may apply. Please contact your Conference Manager to make arrangements.
- 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 Catering & Conference Coordinator or Banquet Houseman by dialing Ext. 0 on any Hotel house phone. When calling, please let our Catering & Conference Coordinator 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 Loews between 10:30am and 2:00pm. 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.
- All unpacking, booth set up, trash removal and storage of boxes is the responsibility of the individual exhibitor or group.
- Note: the Hotel does not provide fork lifts, dollies, or flat beds for guest use.

SHIPPING: Loews Ventana Canyon Resort is pleased to ship out all boxes/materials according to the following policies:

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:**

Outgoing Package Handling	Price
Carrier Envelope & Padded Pak	\$2.00
All Boxes	\$10.00
Pallets	\$300.00 each

- 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.
- Guests must pack and seal boxes and affix proper labeling in order for Hotel to accept outgoing shipments.
- Boxes must be dropped off at the Front Desk/Bell Desk or picked up by a Banquet Houseman before 9:00am in order to be shipped out the same day. After 9:00am, 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 Federal Centers for Disease Control and Prevention (CDC).

Loading Dock Details:



TUCSON

Map Key

- 1 Bell Stand
- 2 Boarding Pass Printing
- 3 Business Center
- 4 Children's Playground
- 5 Golf Shop
- 6 Lakeside Spa and Fitness Center
- 7 Main Entrance
- 8 Ocotillo Gift Shop
- 9 Resort Shop
- 10 Southwest Spirit Shop

*Preceding room numbers refers the floor on the room is located. All room numbers are four digit numbers.

LOEWS
VENTANA CANYON

Exhibitor Shipping Label:

FROM: _____	DATE OF FUNCTION: _____
ADD. _____	GROUP NAME: _____
CITY: _____	ATTENTION: _____
STATE: _____ ZIP: _____	EXHIBITOR: _____

SHIP TO: LOEWS VENTANA CANYON
RESORT
7000 NORTH RESORT DRIVE
TUCSON, AZ
85750

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CONFERENCE MANAGER: ONSITE CONTACT NAME:	Claritssa Dilemuth	NUMBER OF PKGS.
		OF

Note: You must email Claritssa with your tracking numbers for incoming packages in advance of package arrival.
Claritssa.Dilemuth@loewshotels.com.

You can find your booth number on the Exhibit Hall Diagram at mbcea.org/exhibitor-registration