

SHIPPING INFORMATION FOR *WE KO PA* RESORT AND CONFERENCE CENTER

Shipping & Receiving Packages

The We-Ko-Pa Shipping and Receiving Office will be handling your packages shipped to and from the hotel. ***The hotel will charge \$5 for every package and \$75 for every pallet that they handle coming in and going out.***

Hotel contact for these matters:

Michael Tomlinson

mtomlinson@wekoparesort.com

[480-789-5324](tel:480-789-5324)

Address your shipping labels as follows: (this is mandatory)

Name of Company Rep Receiving Package/Your Company Name

SAIGE Conference 6/5/2017

We-Ko-Pa Resort & Conference Center

10438 N Fort McDowell Road

Scottsdale, AZ 85264

Packages must be clearly labeled **"HOLD for SAIGE Conference"**

Packages may be delivered up to 5 days in advance.

Your company is responsible for confirming delivery to the hotel. *Please bring ALL tracking numbers and confirmed delivery information with you.*

Collecting Your Shipped Items:

All properly labeled shipments will be automatically brought up to the ballroom for Wednesday evening set up. However, if you have not properly labeled your shipment, you will have to contact the Shipping & Receiving team to have your packages brought to the ballroom in time for set up. These packages will be brought up on a first come first serve basis.

Shipment Out:

If shipping items out, you must come prepared with your own shipping labels (FedEx, UPS, etc), as well as supplies for repackaging. The hotel will then remove properly labeled and boxed items from ballroom for shipment out the following morning.