



BUSINESS CENTER

Hours of Operation

M-F 8:00 AM – 5:00 PM, Saturday 9:00 AM – 1:00 PM

Closed on Sundays

The following instructions are intended to provide our group leads and vendors a seamless means of sending parcels and letters to the resort. We look forward to serving you and protecting your parcels and letters.

Parcel, Crate & Letter Handling

Incoming & Outgoing

Handling Fee below includes 3 days of storage

Envelopes	\$7
1-10 lbs	\$10
10.1-20 lbs	\$15
20.1-40 lbs	\$25
40.1-60 lbs	\$50
60.1-100 lbs	\$75
100.1+ lbs	\$125
CRATES	
Less than 150 lbs	\$100
150 lbs+	\$1 per pound

Oversize packages* requiring special handling will incur additional charges.

Storage Fees

Up to 7 Days Storage:

\$15 per package / per day

8+ days Storage:

\$25 per package / per day

(Example: Received on 1st, delivered on 7th. PostNet receives and secures for 6 days (not including day delivered to room/conference). Date of receipt and next two days included in handling fee: group / vendor pays for 3 days of storage at \$15 per package / per day PLUS Handling Fee.)

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) business days prior to your arrival.

Please address items shipped to the resort as follows:

ATTN: Client, vendor, or exhibitor name

Hold for: Convention/Group Name – 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.

We have found it is helpful if guests have a list of tracking numbers or bills of lading.

Outgoing pricing does not include creating shipping labels. If group/vendor does not attach prepaid label, PostNet will create shipping labels via FEDEX, UPS, USPS, or DHL (per group / vendor preference).

*Oversize packages include items (including pallets) greater than 84” tall, greater than 300 pounds, requiring forklift, and others as determined by PostNet. All oversize items must be coordinated with PostNet in advance of delivery.

Pallets

Labor Fee

\$35 per hour

\$60 per hour on Sundays & Federal Holidays
(Minimum 2-hour charge)

Incoming & Outgoing Pallets

Shrink-wrapped & self-contained pallets, including delivery to/from meeting room

\$175

Pallet Storage Fee

3 days of storage included in \$175 fee

\$50 per day / per pallet

Outgoing: Consolidation, palletizing & shrink-wrapping

\$35 per hour (minimum 1-hour charge)

Group Master Account

will be charged hourly rate for:

Breaking down, sorting, PostNet staffing at the conference room, and individualized delivery of incoming palletized or vendor bulk items.

PostNet Contact Information: Shipping & Receiving Dock Phone: 520-791-6140 / Email: magda.good@postnet.com



BUSINESS CENTER

Packaging & Shipping Services

USPS / UPS / FEDEX / DHL
 Postage Stamps
 Professional Packaging Services
 Crating & Palletizing
 Various Box Sizes Available

Business Services

Document Scanning

(including saving / emailing)
 First 3 pages \$5
 Each Additional Page \$.50

Notary Services

Each Stamp \$10
 Each Additional Signature \$2
 Certified Copies \$10

Faxing

Domestic
 - First 3 pages \$5
 - Each Additional Page \$0.50
International (Most destinations)
 - First 3 pages \$8
 - Each Additional Page \$1

Printing Services

B & W

Price	Quantity of Prints
\$0.35	0-250
\$0.33	251-500
\$0.30	501-1000
\$0.29	1001-2000

Ask for Quote

Color

\$1.29
\$1.19
\$1.09
\$0.99

Ask for Quote

Two-sided copies are 50% more per print

Reduction / Enlargement / Editing – Minimum \$1 Each Setting

Pricing includes 24 lb standard paper – Specialty Papers Extra

Finishing Services

Machine Stapling \$0.02 / staple
 Lamination
 - Business Card \$1.99
 - LTR / 8.5x11 \$2.99
 Folding / Cutting Ask for Quote

Hotel Package Management Services

Handling Fees (Inbound & Outbound)

Carrier Envelope / Padded Pack	\$7
1 – 10 lbs	\$10
10.1 - 20 lbs	\$15
20.1 – 40 lbs	\$25
40.1 – 60 lbs	\$50
60.1 – 100 lbs	\$75
100.1 lbs +	\$125
Crates / Pallets / Skids	\$175
Oversize / Extra Large	\$300

Display Cases

Display box / poster / large tube	\$40
Display case	\$60

Storage Fees

3 days storage included in Handling Fee

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8+ days Storage: \$25 per package / per day

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Graphic Design

Per Hour	\$120
File Editing	
- Per 1/4 Hour	\$20
Flyers, Signs, Etc.	Ask for Quote