



**Shipping and Handling Fee Order Form**

| <b>SHIPPING:</b>                       |  |
|--|--|
| Resort at Squaw Creek                  |  |
| 400 Squaw Creek Road                   |  |
| Olympic Valley, CA 96146               |  |
| Attention (company rep name):          |  |
| c/o – Jamie Ramon                      |  |
| Vendor Company Name:                   |  |
| Group Name: California Bus Association |  |

| <b>PAYMENT:</b>  |  |
|--|--|
| Payment Type (V/MC/AMEX):                              |  |
| Last 4 Digits of Credit Card #:                        |  |
| Exp. Date:   |  |
| CVV #:   |  |
| Name (as it appears on credit card):                   |  |
| Contact Number for Credit Card Holder:                 |  |
| Guestroom Charge (Name of Guest & Reservation Number): |  |

| <b>BOXES:</b>               |            |              |                               |
|-----------------------------|------------|--------------|-------------------------------|
| Carrier (UPS, Fed Ex, etc.) | # of Boxes | Total Price* | Tracking Number(s) (REQUIRED) |
|                             |            |              |                               |
|                             |            |              |                               |
|                             |            |              |                               |
|                             |            |              |                               |
|                             |            |              |                               |
|                             |            |              |                               |

- Packages should not arrive more than 5 days before your event.
- All items arriving 5 days prior to your event will be assessed a \$10.00 per day storage fee.
- All sponsor representatives should maintain a copy of the carrier tracking numbers (UPS, Fed Ex, etc.) as well as supply a copy to your Conference Planner in advance.

**\*Fees:**

\$5.00 + sales tax handling fee, per box

Maximum package weight received is 70 pounds anything above this will be considered freight.

**\*Freight/Commercial Vehicles:**

All pallet or freight items will be assessed a handling fee of \$50.00 + sales tax. Resort at Squaw Creek does not schedule freight delivery or pickup; it is the sole responsibility of the person arranging freight delivery or pickup. \*Trucks should not be more than 50ft long, all trucks should have a Lift Gate/Ramp. Drivers must have their own pallet jack or dolly.



RESORT AT SQUAW CREEK™  
LAKE TAHOE

**NOTE:** Federal Express and UPS pick-up will deliver to the resort five days a week between 11:30 AM and 2:00 PM, Monday through Friday. Federal Express delivers on Saturday, but there is no pick-up unless prearranged with Federal Express. The Resort at Squaw Creek is considered a rural/remote location by most shipping companies. We do not receive any priority deliveries until between 11:30 AM to 1:00 PM.

**ARRIVAL:** It is important that your conference planning manager is aware of your shipments ahead of the conference to properly plan storage and movement of your items. All incoming freight and boxes are received and checked in by our purchasing department at our loading dock. Items are then transferred into holding and storage. Upon notification, our team will deliver your shipment(s) to the requested location. Shipments arriving at the resort more than five days prior to start of the group's functions are subject to storage fees as deemed necessary by the Director of Conference Services or Banquet Manager.

Oversized shipments may require specialized storage/transport. Oversize is defined as one or more of the following: over 70lbs/box, any pallet delivery, and any single package/shipment larger than 48" x 48" x 30". Fees may apply and are at the discretion of the Director of Conference Services or Banquet Manager. Certain limitations exist in terms of oversize shipments including, but not limited to, delivery location, lift-gate requirements, etc. Please call your conference planning manager in the event of potential oversize shipments.

**OUTGOING PACKAGES:** Outbound packages should be properly labeled and ready for shipment at the end of the event. It is the sole responsibility of the representative onsite to schedule a pickup with their carrier prior to departing the event. Packing materials and services are available at an additional cost. Advance notice is requested to ensure appropriate packing materials are available.

**Note:** The Resort at Squaw Creek cannot be responsible for any packages damaged during shipping.

**Completed Form should be sent to: Shane Theodore; [stheodore@destinationhotels.com](mailto:stheodore@destinationhotels.com)  
Questions, please call: 530-581-6676**