



Hi There!

We are excited to work with you on your upcoming event! Here are some helpful tips for shipping your material to the JW Marriott Camelback Inn.

Plan on sending your packages to arrive within three days of the start, or setup, of your event. This will allow us time to organize your material, and avoid storage fees.

Handling fees are assessed to each package received on the property. These fees are based on the weight and container type of each piece. Pricing will be provided upon request.

We're here to facilitate the receiving, organizing, storing and distribution of all of your event material sent to the hotel. We identify each package based on what is read on the shipping labels and then scan each package in by their respective tracking numbers. This tells us who a package is for and where it needs to go. Below is a template for addressing your packages.

JW Marriott Camelback Inn
Attn: Company/Recipient Name
5402 E Lincoln Dr
Scottsdale, AZ 85253
Comment: Name of Event

Most Sincerely,

YOUR BUSINESS CENTER

5402 E Lincoln Dr,
Scottsdale, AZ 85253

O. 480.596.7093
F. 480.452.0472

center@ybcscottsdale.com
ybcscottsdale.com

Credit Card Authorization



Contact Information

Company Name _____

Contact Name _____

Address, City, State, Zip _____

Phone _____

Email Address _____

Payment Information

Date _____

Name _____

As the individual card holder, I hereby authorize this card to be used for transaction required.

As the company representative, I hereby authorize this card to be used for transaction required.

Name on Card _____ Card Number _____

Exp. Date _____ Billing Zip Code _____ CCV _____

Authorized Signature _____

Special Instructions

