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| **SHIPPING & RECEIVING** |
| Package Center processing fee is 59 cents per pound for all packages received and destined for your conference. An itemized statement detailing the number of packages received, carrier name, total weight, and the processing fee is provided upon request. The processing fee includes the storage of packages up to seven (7) calendar days before your events. Packages stored for eight (8) calendar days or more will be assessed an additional processing fee of 25 cents per pound, per day.  Shipping/handling fees are the responsibility of the sender. You may charge the shipping/handling fees to your Guest Room if so authorized, or use your commercial carrier accounts.  Attendees may add the shipping/handling fees to their room account before checkout. Additionally, we accept major credit cards or cash. A $5 per package handling charge will be applied to all packages not paid by the Group’s Master Account. Carrier services can be arranged with Federal Express or United Parcel Services.  The Package Center will process your out-going packages. Packages must be properly wrapped and addressed for shipment before any processing by the Package Center.  Please send packages addressed as follows:  Guest Name and AHPA (exhibitor?) The Westin La Paloma  3800 E. Sunrise Drive Tucson, AZ 85718  Hotel will deliver packages to the exhibit area on set up day.  For oversized shipments or equipment delivery, please contact Jill Miller at The Westin La Paloma - (520) 577-5835 |