

SHIPPING, HANDLING OF MATERIALS AND STORAGE

PACKAGES AND SHIPPING

Due to the limited storage space, materials cannot be received at the resort casino more than three (3) business days (Monday-Friday) prior to the opening meeting/event. The Tulalip Resort Casino does not at any time guarantee, security of any items left in the function rooms or items stored in the hotel. Loss or damage to group displays, decorations, or other property brought into the resort casino will be the sole responsibility of the group, with the Tulalip Resort Casino assuming no liability.

Kindly refer to Shipping, Handling of Materials and Storage Policies for charges and fees (page 6).

CUSTOMS

If event material comes from outside the United States, it will have to clear United States Customs. Customs brokers will be of invaluable assistance in your efforts to get materials into the United States

LABELING OF BOXES/SHIPMENTS

In order to avoid confusion or misplaced materials, any mail or package being sent to the Tulalip Resort Casino should be clearly labeled in the following manner:

Attention - Hotel Banquet Department

Name of Meeting/Event

Date(s) of the Meeting/Event

Name of Company

Name of Contact Person

Outbound packages must have a shipping label provided by the client/vendor. Each package must have a separate shipping label. Packages with no shipping label will be subject to additional fees or disposal.

SHIPPING AND RECEIVING

The resort casino must be notified in advance if materials are being sent, including the quantity, size, arrival date and the shipper at least one working day prior to delivery. Arrangements must be made in advance with your Tulalip Resort Catering Representative for access to the receiving area. This will avoid conflict with regular hotel deliveries. We require that all shipments arrive no more than 3 business days prior to your meeting/event date. Our receiving area is open 8:00am–4:00pm Monday through Friday. It is necessary for meeting/event planners to arrange for unloading, transporting, installing, dismantling or handling of products. The resort casino will arrange for labor at an additional charge if so desired.

Groups should make arrangements for outbound packages. The group contact is responsible for packing, sealing and labeling outbound packages. All charges incurred will be charged to the master account for the group. For extraordinary services, additional charges may apply.

The resort casino will store properly sealed and labeled materials for up to 3 days prior to or after the event at no charge. After that, each box will be charged based on weight. The weight will be taken off the FedEx, UPS or USPS shipping labels. If packages come from another source without weight information, the weight will be determined by the resort scale.

Inbound Package Handling Fees:

0 to 5 pounds	\$ 5.00 each	Over 50 pounds	\$ 25.00 each
6 to 20 pounds	\$ 10.00 each	Crates	\$ 50.00 each
21 to 50 pounds	\$ 15.00 each	Pallets	\$100.00 each

Outbound Package Handling Fee:
\$ 5.00 each box

The resort casino will not be responsible for collecting payment for inbound or outbound packages for individuals or vendors. This is the sole responsibility of the group contact. Shipping charges will be posted to the group master account for all packages shipped to the resort casino for the function. This includes packages for hotel and non-hotel guests attending the event. As a courtesy, Tulalip Resort Casino will waive the shipping fee for the first ten (10) packages that arrive for the group, within the allotted guidelines above (excluding crates and pallets).

STORAGE

Due to limited storage space, the Tulalip Resort Casino cannot guarantee the security of any materials shipped in advance. In the event that you have a large amount of material that must be pre-shipped, we strongly recommend that a moving company with storage facilities be utilized. Arrangements for storage and movement of your packages can be made with them.

Storage for packages and boxes is complimentary for up to 3 days prior and 3 days after the event.

Should storage exceed 3 days, a \$15.00 per item per day will be charged.