

SHIPPING & RECEIVING

Please call our Shipping & Receiving department directly at (760) 341-1834 regarding your incoming packages.

The resort assumes no responsibility for materials left in

The resort charges a handling fee for all incoming and

outgoing parcels, excluding incoming envelopes. Boxes and other shipping supplies are available in the Business Center.

The resort is not responsible for items left in ballrooms, meeting rooms or anywhere on the convention floor unless they have been physically received and signed for by our shipping department staff. Please contact our shipping department for assistance at (760) 341-1834 or extension 6301.

SHIPPING FEES & SUPPLIES

INCOMING HANDLING FEES:

Envelope - ea	5
1-5 lbs pkg - ea	7
6-20 lbs pkg - ea	13
21-45 lbs pkg - ea	25
46-70 lbs pkg - ea	35
71-100 lbs pkg - ea	60
Golf Bag / Box - ea	10
Self-Contained Display Unit - ea	60
Pallet / Medium Oversized* - ea	175
Forklift Required / Large Oversized* - ea	350
Labor - Per Hour Per Man	50

OUTGOING HANDLING FEES:

Envelope - ea	5
Sm Pkg - up to 12" long - ea	7
Med Pkg - up to 18" long - ea	13
Lg Pkg - up to 24" long - ea	25
XL Pkg - over 24" long - ea	40
Golf Bag / Box - ea	10
Self-Contained Display Unit - ea	60
Pallet / Medium Oversized* - ea	175
Forklift Required / Large Oversized* - ea	350
Labor - Per Hour Per Man	50

* Med. Oversize - min. dimensions 4"x2'- 6' or 100lbs - 150lbs

* Large Oversize - 6'+ or 151lbs+

STORAGE PER DAY:

Sm Pkg - up to 24" long - ea	7
Lrg Pkg - over 24" long - ea	13
Self-Contained Display Unit	30
Pallets or Large Crates	60

PACKAGING SUPPLIES:

Small Box (12" cube or smaller)	6
Medium Box (14" or 16" cube)	8
Large Box (18" cube or 12x12x18)	10
Extra Large Box (24" cube)	20
Golf Bag Box	25
Bubble Wrap (per foot)	.50

BUSINESS CENTER

JW Marriott Desert Springs Resort & Spa

74-855 Country Club Drive

Palm Desert, CA 92260-1999

Telephone:
(760) 341-1816

E-mail:
DSBC@MARRIOTT.COM

Located on the Lobby Level
Adjacent To The Ballrooms

Saturday-Sunday 9am-5pm
Monday-Friday 8am-6pm

Hours of operation vary according to group occupancy.
Prices and availability subject to change without notice.

For information on hours, please email our team or
reference your resort guide while on property.

Holiday Hours
Saturday-Sunday 9-2
Monday-Friday 9-3

Scan Here For More



Shipping Information

BC

BUSINESS CENTER

DESERT SPRINGS

BUSINESS CENTER

(760) 341-1816
Ext. 1816

dsbc@marriott.com

PRINTING & DESIGN SERVICES

PHOTOCOPIES

	Letter	Legal	Tabloid
Black & White	.25	.35	.50
Hand Placed Originals	.50	.60	.75
Full Color	.99	1.49	1.98

Varies Paper Stock Available for an additional fee.

DISCOUNTS: Volume discounts are available on large black & white and color photocopying orders. Please consult with the Business Center staff for a price quote on your job. No discounts on "on-demand" jobs.

Photocopy vs. Print, what is the difference?

If you bring in a physical item to make an exact copy then it is considered a photocopy. If you bring in a flash drive or send a file via email and we are printing from the digital version, it is considered a laser print.

LASER PRINTS

	Letter	Legal	Tabloid
Full Color	.99	1.49	1.98

POSTERS

Full-Color Print (24x36)	60.00 each
Foamboard Mounting (24x36)	40.00 each
Full print, mounted on 3/16 foam (24x36)	100.00 each

Please consult with the Business Center staff.

Prices do not include design.

(Minimum turnaround time required)

Discount given for artwork ordered 3+ days in advance

BINDING

Letter	
Coil Binding (Up to 25 Sheets)	2.50
Clear or Color Vinyl Covers or Backs each	2.00
Over 25 pages - .10 per additional page.	

LAMINATING

	Letter	Legal	Tabloid
8 mil	1.50	2.00	3.00
10 mil	2.00	3.00	4.50
14 mil	3.00	4.00	6.00
20 mil	4.00	5.00	
30 mil	6.00		

Other laminates, such as luggage tags & business card enclosures are also available.

GRAPHIC DESIGN & DESKTOP PUBLISHING

Layout & Graphic Design	125.00 per hour
Production Time	60.00 per hour
1 hour minimum on all labor.	

BRANDING

The Business Center offers full service branding options to enhance your event and create the impact you are looking for. Whether it's surface graphics, hanging signage, rigid or flexible banners, 3D foam-cut letters, or anything else you can dream of we can help your vision come to life. Please contact us at branding@dsebc.com.

(Minimum turnaround time required)

LAMINATING

	Letter	Legal	Tabloid
6 mil	1.50	2.00	3.00
10 mil	2.00	3.00	4.50
14 mil	3.00	4.00	6.00
20 mil	4.00	5.00	
30 mil	6.00		

Other laminates, such as luggage tags & business card enclosures, are also available.

SCAN TO PDF / EMAIL

Up to 5 Pages	5.00 minimum
Over 5 Pages	1.00 per page

SCANNING / DIGITAL IMAGING

Full-Color Scanning	10.00 minimum
Multiple Full-Color Scans	7.50 per page

OFFICE SUPPLIES

The Business Center offers a wide variety of office supplies including but not limited to:

INTERNET & COMPUTER ACCESS

PLEASE NOTE: The resort charge does not include access to the Full-Service Business Centers computers or printers, only the in-room wireless connection and the main lobby wireless connection.

There is a maximum time of 20 minutes per guest per day in order to allow time for all guests to have access to this service.

Laptop rental is available in the Business Center. Please see an associate for more information.

FULL-SERVICE BUSINESS CENTER

Laser Printing	.99 per side
----------------	--------------

Please note that your original set of laser prints will be printed on a high-speed color laser printer. If you require additional copies in black & white, we can make photocopies for you at our standard photocopy rates.

There is one computer workstation available in the Full-Service Business Center during regular business hours.

OTHER INTERNET OPTIONS:

Our AYS department also offers wireless connectivity within the main lobby. Call AYS at extension 55 for assistance.

If you would like to print your documents, please email them to the Full-Service Business Center at services@dsebc.com and they will be processed during our normal business hours. Please provide your printing instructions in the text of your email and indicate if you would prefer to pick your print job up at the business center or have AYS deliver your print job to your room or some other location.

Internet connectivity for groups having meetings here at the resort within the Ballroom area can be arranged through Encore Audio Visual Center at Ext. 1535.