



## Sun Valley Resort Shipping and Receiving Information

Updated August 20, 2019

### TRADE SHOW/VENDOR PACKAGES, LUGGAGE & FREIGHT

\* addresses are for the resort shipping and receiving dock, they are not the hotel main address and should be used for packages only\*

#### US Postal Service

Sun Valley Resort  
100 Sun Valley Rd.  
PO Box 10  
Sun Valley, ID 83353  
ATT: Vendor Name/Group Name  
Box \_\_\_\_\_ of \_\_\_\_\_ (# of Boxes)

#### FEDEX, UPS, other Freight Services:

Sun Valley Resort  
2 Sun Valley Rd.  
Sun Valley, ID 83353  
ATT: Vendor Name/Group Name  
Box \_\_\_\_\_ of \_\_\_\_\_ (# of Boxes)

### GUEST ROOM DELIVERIES

Sun Valley Bell Service offers package/luggage delivery to rooms of registered guests. If you are not a registered guest, but are staying with a registered guest at the resort, please address the package/luggage Care Of (C/O) said registered guest.

**IMPORTANT:** Any packages and or luggage that contain conference/tradeshow or vendor information on the shipping label will be delivered to the designated area for the conference/trade show. For packages or luggage which you would like delivered to your room (or the room of the registered guest you are staying with), provide your name (or name of registered guest) but omit the conference/tradeshow information.

### OUTGOING PACKAGES/LUGGAGE & FREIGHT POLICIES

**IMPORTANT:** You are responsible for creating and affixing labels to outgoing packages, luggage and freight. Labels must be preprinted and attached to outgoing packages.

Paperwork for UPS and FEDEX are available from Bell Service. You can also utilize the Business center located in the Sun Valley Lodge, near the Front Desk, to make and print off your labels. Labels must be filled out in their entirety and include FedEx or UPS account number. FedEx no longer allows credit card numbers to be written on the preprinted carbon-copy labels (available at Bell Service) and require a FedEx account number to pick-up and ship.

**IMPORTANT:** Outgoing items, packages, luggage or freight improperly labeled or left without a label or packaging material may be subject to handling fees to be determined by quantity and size.

Outgoing shipments must be charged to a personal or corporate FEDEX or UPS account or credit card.

Freight pick up is available, Monday through Friday; pick up times vary.

Pickup location:

Sun Valley Resort  
2 Sun Valley Road  
Sun Valley Idaho, 83353

Freight pick-up can be arranged through your own courier, contact Shipping & Receiving or Bell Service for this service.

Tracking Assistance is available through Sun Valley Shipping & Receiving – 208-622-2224 or [svreceiving@sunvalley.com](mailto:svreceiving@sunvalley.com).

If you have any questions about our policies or procedures, please contact us.

Sun Valley Resort Shipping & Receiving

svreceiving@sunvalley.com

208-622-2224 office      208-309.2677 cell

Mon – Fri – 9:00 am to 5:00pm

Sat – 10:00 am – 1:00 pm

Sun Valley Resort Conference Services

[Catering@sunvalley.com](mailto:Catering@sunvalley.com)

208.622.2020 Main

208.622.2110 direct

Sun Valley Resort Bell Service

[svshuttle@sunvalley.com](mailto:svshuttle@sunvalley.com)

208.622.2214 or 208.622.2122

Helpful Numbers

Concierge – 208-622-2097

Front Desk - 208-622-2001

Security – 208-720-0157

Restaurant Reservations – 208-622-2800

Resort Operator – 209-622-4111