

# THE WESTIN WESTMINSTER

SHIPPING REQUEST FORM  
10600 Westminster Blvd., Westminster, CO 80020

## EXHIBITOR INFORMATION: (Please Print)

Conference Title/Name	Conference Date
Exhibitor Company Name:	Telephone Number:
On-Site Contact:	Fax Number:
Address:	<a href="#">E-mail Address:</a>
City/State/Zip Code:	

ACTUAL BILLING WILL TAKE PLACE ONCE THIS FORM IS RECEIVED BY THE NECESSARY PARTIES.  
AVAILABLE PAYMENT OPTIONS: CREDIT CARD OR ROOM CHARGE

## INBOUND/OUTBOUND PACKAGE HANDLING FEES + INSTRUCTIONS

Shipment sizes:	Indicate expected quantity	Rate	Total
0 to 4.99 Pounds		\$5.00	
5 to 19.99 Pounds		\$10.00	
20 to 49.99 Pounds		\$15.00	
Over 50 Pounds		\$25.00	
CRATES/PALLETS		\$150.00	
<b>TOTAL CHARGE</b> (To be completed with actuals)			

If storage exceeds 3 days, a \$25 per item per day storage fee will be added.

**GUESTS ARE RESPONSIBLE FOR CREATING A RETURN LABEL AND SCHEDULING PICKUPS WITH THE CORRECT PROVIDERS.**  
**Please attach a valid shipping label. The Westin is not responsible for filling out or attaching shipping labels to outgoing packages.**  
**Please securely tape and/or fasten packages and crates.**  
**A member of the Westin Banquet staff will gather all outgoing packages and deliver them to the loading dock.**

## ADDRESS INCOMING SHIPMENTS AS FOLLOWS:

Name & Date of Group:	ATTENTION:
c/o The Westin Westminster	On-Site Contact Phone Number:
10600 Westminster Boulevard	Booth number :
Westminster, CO 80020	Box(es) _____ of _____ (Multiple boxes MUST be numbered)

## ORDERING INSTRUCTIONS

EMAIL ORDERS TO THE CONFERENCE SERVICES + CATERING OFFICE      PHONE: 303.410.5822

EMAIL: [kory.hjelm@westinwestminster.com](mailto:kory.hjelm@westinwestminster.com)

[Chelsey.hill-root@westinwestminster.com](mailto:Chelsey.hill-root@westinwestminster.com)

Customer Signature

Date

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