



Westin Lake Mary
2974 International Parkway
Lake Mary, Florida 32746
407-531-3555 Phone
321-249-8025 Fax

Vendor Shipping Information

Sales Manager: Zulibeth Caviness

Date:

Name of Organization:

Event Dates:

Address:

City/State:

Zip:

Phone:

Fax:

Contact:

Title:

Please label each package with the following:

Name of Sender

Company Name

Address

Telephone Number

Group/Program Name

Group Arrival Date

Group On-Site Contact

Kelly Keiger

Westin Marriott Lake Mary

2974 International Parkway

Lake Mary, Florida 32746

(Please note number of boxes per category)

1-5 Boxes up to 20 lbs each

\$6.00 per box/per day

Pallet

\$50.00 per pallet/per day

Due to limited storage space, we request that shipments not arrive any earlier than three (3) days prior to the group's arrival.

I/Company authorize use of my/company credit card to secure payment for shipping and handling of the following items

Type of Card: ___ Visa ___ MC ___ Amex ___ Discover ___ Diners Club ___ Other

CC #: _____

Exp Date: _____ Sec Code: _____

Card Holder Name: _____

Authorized Signature: _____

Title: _____ Date: _____

Please submit a copy of the credit card (front and back) for our records.

Please fax or email the form back the attention of:

Ingrid Wildermuth ♦ E Mail- IWildermuth@ciemail.com | P 321-249-8025 | F 321-249-8029