

Exhibitor Order Form

PLEASE NOTE: Your Order will NOT be confirmed until Credit Card information has been submitted via our secure payment website. The link to this website will be sent to you via email once this form is received

Please return this form to your Convention Services Manager:

Name: Marcy Slovin

E-mail: Marcy.Slovin@westinhotels.com

Conference Information		Payment Information	
Conference Name:		Contact Name:	
Company Name:		Email:	
Event Dates:		Phone Number:	
Booth Number:		Billing Address:	
On-Site Contact:			
Phone:	Email:		

PLEASE NOTE: (Company Name) is the contracted exposition company for your event. All exhibitors should refer to (Company Name) for all shipping and handling of packages.

IF THE EXPOSITION COMPANY IS NOT UTILIZED, THEN SHIPMENTS THAT ARRIVE TO THE HOTEL WILL NOT BE DELIVERED UNLESS PAYMENT ARRANGEMENTS HAVE BEEN MADE IN ADVANCE.

Weight	Inbound & Outbound	Quantity	Weight	Storage Fee	Quantity
0 – 0.9 lbs	\$5.00		0 – 10.0 lbs	\$5.00	
1.0 – 10.0 lbs	\$15.00		10.01 – 30.0 lbs	\$10.00	
10.01 – 20.0 lbs	\$20.00		30.01 – 60.0 lbs	\$15.00	
20.01 – 30.0 lbs	\$30.00		Pallets & Crates	\$75.00	
30.01 – 40.0 lbs	\$40.00		Please schedule your shipment to arrive at the hotel (2)-(3) days prior to the event/arrival start date to avoid additional storage fees. Use only the name of the recipient who will be on-site to receive and sign for your package(s). *Due to limited storage space, we will assess the above fees after (5) days of arrival.		
40.01 – 60.0 lbs	\$50.00				
Over 60.0 lbs	\$75.00				
Pallets & Crates	\$150.00 and \$1/lb over 300 lbs				

SHIPPING INSTRUCTIONS

To ensure proper delivery, please follow the methods listed below to eliminate any package routing delays. Release signatures are captured at the time of any deliveries for our recipients. All packages will be applied an inbound receiving fee upon their arrival. These fees are applied in addition to your standard shipping rates. The inbound fees include the delivery charge to the Meeting/Guest room. Please do not ship any items to the attention of the Meeting & Events Manager unless the item(s) are specifically for their use as this could cause a delay in the package delivery.

PACKAGE LABELING STANDARD:

The Westin Copley Place Hotel

(Recipient Full Name) (Recipient Cell Number)

10 Huntington Avenue

Boston, MA 02116

(Conference/ Convention/ Group/ Event Name)

(Booth Name/ Number)