

Shipping Form

PLEASE NOTE: Your shipment will NOT be delivered 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:

Jaclyn Miller
Fax: 617-424-8957
E-mail: Jaclyn.Miller@Westin.com

***For all questions and additional requests, please contact your Convention Services Manager Directly at:**

Phone: 617-351-7372
E-mail: Jaclyn.Miller@Westin.com

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

**SHIPMENTS THAT ARRIVE TO THE HOTEL WILL NOT BE DELIVERED UNLESS
PAYMENT ARRANGEMENTS HAVE BEEN MADE IN ADVANCE.**

Shipping/Receiving

Item	Weight	Cost	Estimated Quantity
Letter	Up to 1 lb.	No Charge	
Package	1 – 5 lbs.	\$5.00 ea	
Package	6 – 20 lbs.	\$10.00 ea	
Package	21 – 40 lbs.	\$20.00 ea	
Package	41 – 80 lbs.	\$50.00 ea	
Package	81+ lbs.	\$75.00 ea	
Crate/Pallet	Up to 300 lbs	\$150.00 ea	
Crate/Pallet	Each additional pound over 300	\$1.00 ea	

For the guest name field below, only use the name of the guest who will be available to sign for the parcel(s). Do not address your packages to a hotel employee or Show Manager as this could cause package(s) to be delayed.

To address package:

*Westin Copley Hotel
(Event Name) (Event Setup Date)
(Guest Name) (Guest Cell Phone Number)
(Guest Company Name)
10 Huntington Ave
Boston, MA. 02116*

Incoming packages will be received and stored at the Westin Security Department. All packages are subject to a handling fee and will be delivered upon request or by appointment by contacting our business center.

Please contact our business center for any questions at **617.351.7367** or
www.westinshipping.com