|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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: | | E-mail Address: | | |
| City/State/Zip Code: | |  | | |
|  | | | | |
| **ACTUAL BILLING WILL TAKE PLACE AT TIME OF PACKAGE DELIVERY FOR INCOMING AND PICKUP FOR OUTGOING SHIPMENTS.**  **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 |  |
|  | | **TOTAL CHARGE**  **(To be completed with actuals)** | |  |

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

|  |  |
| --- | --- |
| **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) 1 of 1 (Multiple boxes MUST be numbered) |

**EMAIL:** [**amy.wood@westinwestminster.com**](mailto:amy.wood@westinwestminster.com)

**PHONE: 303.410.5820**

**EMAIL ORDERS TO THE CONFERENCE SERVICES + CATERING OFFICE**

**ORDERING INSTRUCTIONS**

# Customer Signature

**X**

# Date