

THE WESTIN WESTMINSTER

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

EXHIBITOR INFORMATION: <i>(Please Print)</i>	
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)

ORDERING INSTRUCTIONS	
EMAIL ORDERS TO THE CONFERENCE SERVICES + CATERING OFFICE	PHONE: 303.410.5820
EMAIL: amy.wood@westinwestminster.com	

Customer Signature

Date

X