

THE WESTIN WESTMINSTER

SHIPPING REQUEST FORM

10600 Westminster Blvd., Westminster, CO 80020

EXHIBITOR INFORMATION: *(Please Print)*

Conference Name:	Conference Dates:
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 of Group, Date of Group	ATTENTION: On-Site Contact Name
c/o The Westin Westminster	On-Site Contact Phone Number:
10600 Westminster Boulevard	
Westminster, CO 80020	Box(es) _____ of _____ (Multiple boxes MUST be numbered)

ORDERING INSTRUCTIONS

EMAIL ORDERS TO THE CONFERENCE SERVICES + CATERING OFFICE PHONE: 303.410.5822
EMAIL: kayla.boyd@westinwestminster.com

Customer Signature

Date

X