

# THE WESTIN

DENVER DOWNTOWN

## EXHIBITOR SERVICES REQUEST FORM

*Must be received a minimum of five (5) business days prior to your arrival.*

Please email this form to the Event Manager: [Thomas.Chandler@westin.com](mailto:Thomas.Chandler@westin.com)

Conference Name:

Date:

### Exhibitor Information:

Company Name: \_\_\_\_\_

On-site Contact Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Bill to: Guest room ☐ \_\_\_\_\_ Credit Card ☐

Credit Card Information: ☐ Check box if requesting an emailed secure credit card link

Email address for receipt: \_\_\_\_\_

### DIRECTIONS TO WESTIN DENVER DOWNTOWN [at the TABOR CENTER] LOADING DOCK

All loading and unloading of displays, exhibits and packages must take place through the loading dock. No items may be unloaded from the front drive, through the main entrance to the hotel.

The Loading dock is accessed from Larimer Street, one block for the main entrance of the Westin Denver Downtown. Enter the loading dock on the left hand side of Larimer (Larimer is a one-way street) – marked **TABOR CENTER TRUCK ENTRANCE**. Please note that this entrance doubles as a parking garage entrance as well. Make sure to turn into the first entrance on the left. Vehicles cannot be left on the loading dock. After delivery, they must be parked in a designated parking area. Any vehicle left parked in an unauthorized area for a prolonged period of time will be subject to towing at owner's expense. The maximum height in the dock is **12 feet 6 inches**.

If delivery is to occur after business hours, push the intercom at the dock entrance. A security officer will ask you to identify the number of vehicles, name of your company or event, driver's first & last name and a license plate number.

### BOX HANDLING

Packages for meetings may be delivered to the Hotel no earlier than three business days prior to the function date. A package processing charge will be applied for all incoming items. The following scale will apply:

|                                   |                                |                             |
|-----------------------------------|--------------------------------|-----------------------------|
| _____ Envelopes \$5.00 each       | _____ Case/Crates \$50.00 each | _____ Pallets \$100.00 each |
| _____ Boxes 1-25 lbs \$10.00 each | _____ 26-50 lbs \$20 each      | _____ 51+ lbs \$35 each     |

These charges cover the cost of labor, processing, receiving, tracking, storing and moving. Any box shipments expected to exceed 75 items must be handled through a drayage company.

### Audio Visual & Power

All requests for power, monitors, or any av support will be handled by Encore.

Devin Menzies [devin.menzies@encoreglobal.com](mailto:devin.menzies@encoreglobal.com) will confirm all orders via the link [REDACTED]

### SHIPPING INSTRUCTIONS

- Incoming boxes may be delivered to the Hotel no earlier than three business days prior to the event.
- Address incoming boxes as follows:

***Name of person claiming package on-site/Vendor name***

***Conference Name***

**The Westin Denver Downtown**

**1672 Lawrence Street**

**Denver, CO 80202**

- All outgoing boxes must be packed, sealed, and labeled by shipper. FedEx picks up M-F. Shippers will need to schedule pick up with UPS or 3<sup>rd</sup> party carrier.

If you are shipping an item that requires special handling or that is larger than 3 feet square or heavier than 200 lbs., please contact your Event Manager at least one week in advance. This includes computer equipment, Internet servers, electronics, etc. The Hotel does not assume responsibility for handling or setup of such items unless special arrangements have been made. Additional charges may apply.