

THE WESTIN

DENVER DOWNTOWN

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.

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

Conference Name

The Westin Denver Downtown

1672 Lawrence Street

Denver, CO 80202

- All outgoing boxes must be packed, sealed, and labeled by customer. FedEx picks up M-F. Any other carriers will need to be notified by shipper to schedule a pick up.

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.

Disclaimer: The Westin Denver Downtown is not responsible for any lost, stolen, damaged or misdirected equipment, personal items or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in the meeting room outside of the Event hours.