

Shipping & Delivery:

Please advise hotel in advance of arrival time and date of any goods to be delivered to the hotel. Due to storage of space limitations, these goods should in no event arrive more than three (3) days prior to group's function. Items must be labeled as follows:

Name of Group and On-Site contact – address to the person that will be looking for the packages

c/o The Westin Convention Center Pittsburgh
1000 Penn Avenue
Pittsburgh, PA 15222

Hold for Name and Date Conference

Box(es) _____ of _____ (Multiple boxes must be numbered)

Name of Hotel Sales/Convention Services Manager



Box deliveries will be assessed a handling fee determined by weight as shown below. These charges will be posted to your Master Account. The hotel will not be responsible for the safe keeping of personal or rented equipment.

Handling & Storage Fees:

Weight	Cost Per Box
0-10 pounds	\$ 5.00
10.1-20 pounds	\$ 20.00
20.1-30 pounds	\$ 30.00
30.1-40 pounds	\$ 40.00
40.1-50 pounds	\$ 50.00
50.1-60 pounds	\$ 60.00
60.1-150 pounds	\$ 70.00
Pallets and Crates	\$ 150.00
Storage Fee (Held Over 3 Days)	\$ 5.00 (Per Day)

IMPORTANT: If you are shipping direct, email Jerry Williams, Senior Event Manager (jerry.williams@westin.com) at The Westin Pittsburgh with the following information:

- Your contact information
- # packages sent & short description
- Date sent
- Carrier & tracking information