

### 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 (Cameron Finney)*

*c/o The Westin Pittsburgh*

*1000 Penn Avenue*

*Pittsburgh, PA 15222*

*Hold for Name and Date of Conference*

*Box(es) \_\_\_\_\_ of \_\_\_\_\_ (Multiple boxes must be numbered)*

Box deliveries will be assessed a handling fee determined by weight as shown below. These charges will be posted to the group Master Account or individual guest room. Please provide a credit card in advance if these charges should not be billed to the group or a guestroom. 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<br>(Held Over 3 Days) | \$ 5.00 (Per Day) |

IMPORTANT: If you are shipping direct, email [ENTER NAME], Event Planning Manager (**EMAIL**@westin.com) at The Westin Pittsburgh with the following information:



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

**Hotel Package Handling:**

Box deliveries will be assessed a handling fee determined by weight as shown in the chart located at the bottom of this page. These charges will be posted to an individual guest room or credit card. Please confirm that a credit card has been provided via a credit card authorization form that should have been requested in advance. If you have not already done so, please reach out to [EMAIL@westin.com](mailto:EMAIL@westin.com) to receive and complete the credit card authorization form.

The preferred method of payment must be confirmed to receive any packages being held by the hotel. Should any additional package handling be needed from the hotel for package pickup, the fees will be billed to the same form of payment. Otherwise, please arrange your shipments and drop off your packages at either of the following locations:

**FedEx Office Print & Ship Center**

326 Fifth Ave, Pittsburgh, PA 15222

**USPS**

1001 Liberty Ave, Ste R20, Pittsburgh PA 15222

(located on the 1<sup>st</sup> floor concourse)

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<br>(Held Over 3 Days) | \$ 5.00 (Per Day) |

X \_\_\_\_\_

By signing here, you acknowledge the fee schedule for the hotel's shipping and handling and authorize these charges to be posted to your Credit Card or Guestroom. To receive a copy of your invoice, please provide your email address: \_\_\_\_\_



If billing to a Guestroom, please provide your:

Name \_\_\_\_\_

Room Number \_\_\_\_\_

Email Address \_\_\_\_\_