**Exhibitor Inbound Shipping Form**

Please email this completed form to your conference services manager: [mpancamo@westinneworleans.com](mailto:mpancamo@westinneworleans.com) no later than (2) weeks prior to arrival.

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to exhibitor’s displays, equipment and other property brought upon the premises of The Westin New Orleans and shall indemnify and hold harmless the Hotel agents, servants and employees from any and all such losses, damages and claims.

The Westin New Orleans charges a separate Handling Fee for each package. Handling fees are based on package weight.

\*Exhibitors shipping packages participating in events will need to provide credit card information prior to obtaining their package.

**Shipping & Receiving**

Our Receiving Department will accept deliveries no earlier than three days prior to group arrival date from 8:00am- 4:00pm Monday through Friday. To ensure deliveries are accepted, please arrange for all deliveries in advance. If the use of a forklift for loading or unloading trucks is required, arrangements must be made with the transportation service delivering and/or picking up boxes.

**All shipments should be sent to the attention of the exhibitor and/or the person receiving the package in the hotel. The address to use is that of the hotel – 100 Iberville, New Orleans LA 70130. For Example;**

**Attn: John Doe**

**Group Name:**

**The Westin New Orleans**

**100 Iberville**

**New Orleans LA 70130**

**Also make sure to include how many packages.**

Hotel does not have enough storage space for crates, pallets or large shipments. Storage for all Group packages is complimentary for 72 hours prior to first day of event.

|  |  |
| --- | --- |
| **The following daily storage charges apply prior to 72 hours of event:** | **Package handling prices are current and subject to change without notice. Packages are priced per item. The minimum fees are as follows:** |
| Package Size Storage Fee  Envelope $2.00  1 to 25 pounds $5.00  26 to 50 pounds $10.00  51 or more pounds $15.00  Half Pallets under 36” $75.00  Full Pallets $100.00  Crates under 150 pounds $75.00  Crates over 150 pounds $100.00 | Package Size Handling Fee  Envelope $3.00  1 to 25 pounds $7.00  26 to 50 pounds $15.00  51 or more pounds $25.00  Half Pallets under 36” $100.00  Full Pallets $150.00  Crates under 150 pounds $100.00  Crates over 150 pounds $150.00 |

For Outgoing packages all boxes you must supply all labels and materials. You must schedule a pickup before departure.

**Initial:**

**Exhibitor Information Required**

|  |  |
| --- | --- |
| **Required Address Label Format** | **Expected Number of Inbound Packages** |
| Attn:  Group Name:  The Westin New Orleans  100 Iberville  New Orleans LA 70130  Box of | ( ) standard envelopes  ( ) boxes less than 25 lbs  ( ) boxes 26-50 lbs  ( ) boxes 51 or more lbs  ( ) Half Pallets under 36”  ( ) Full Pallets  ( ) Crates under 150 lbs  ( ) Crates over 150 lbs |
| **Tracking Numbers Required:** | |
|  | |
| **Exhibitor Information** | |
| Exhibitor Name:  Contact Name:  Contact Email:  Booth Number:  Contact Phone | |

I understand The Westin New Orleans policy’s and fees and will provide payment information.



Signature and Date

**\*\*A secured sertifi link will be sent via email for all charges\*\***

*Exhibitor responsible for verifying the delivery of all packages to meeting space.*

*Hotel assumes no liability for any items left in the meeting rooms.*