

We are pleased to accept and store all boxes and shipments required for scheduled meetings/programs according to the following guidelines:

- All boxes must be labeled with group name, date of program, group on-site contact as well as the Catering or Convention Service representative in charge of your meeting/group.
- Meeting Professionals **MUST** notify their Catering or Convention Service representative of any shipments to the hotel at minimum of seven (7) days prior to the event.
- All Exhibitors, Vendors, and Attendees of a Convention/Trade Show in which an outside drayage company/decorator is utilized **MUST** ship all their freight through their decorator. Please do not ship directly to the hotel, as all packages will be turned over to the drayage/production company assigned to the Trade Show. It is highly recommended that the Meeting Professional is advised of this and communicates this with their Exhibitors.
- Packages should be received during regular business hours: Monday – Friday 7:30 am - 6:30 pm, and Saturday & Sunday 7:30 am - 3:30 pm.
- If third party vendors are used for office equipment such as copy machines, computers, faxes, the hotel cannot be responsible for moving them due to liability. Clients must notify the company of this and ensure that the product is picked up prior to the ending time of their contracted meeting space/office. In addition, these companies must load and unload to final meeting room destination.
- After your event, any boxes to be shipped out of the hotel must be properly packaged and labeled with shipping address, return address and method of payment on your departure date.
- The hotel is not responsible for packing or for supplying any packing materials. Any materials left behind without shipping instructions will be discarded three business days after your departure date.

Labeling:

If you are sending material to the hotel for use in a banquet room, **please ship to arrive no earlier than three (3) days prior to the event**. Items must be labeled as follows:

ATTN: *name of on-site contact*
c/o The Westin Indianapolis
50 S. Capitol Ave.
Indianapolis, IN 46204

Hold for: *group name & date of conference*
Catering/Convention Service Mgr: *name of manager*

Package Handling Fees

Deliveries:

All incoming deliveries are assessed a package handling fee determined by weight of the item listed on the FedEx, UPS or DHL shipping label:

<u>Package Weight</u>	<u>Package Handling Fee</u>
0 – 5 lbs	\$5.00
6 – 20 lbs	\$10.00
21 – 50 lbs	\$15.00
Over 50 lbs	\$25.00
Crates	\$100.00
Pallets	\$125.00

* An additional package handling fee will be added should storage of the item exceed three (3) days. The additional fee beyond three (3) days storage is \$25 per item/day.

* An additional service charge of \$2.50 per item (\$5.00 minimum) will apply for delivery of packages to the Indiana Convention Center.

Shipments:

Items may be shipped from the Hotel. However, the following package handling fee will be charged if the client fails to either pre-package the item and/or fail to provide their own FedEx, UPS, or DHL shipping account:

<u>Item</u>	<u>Package Handling Fee</u>
Letter (w/o custom packing)	\$2.00
Box (w/o custom packing)	\$5.00
Custom Packing	\$10.00

* Items may be insured for an additional cost of \$.50 per \$100 in declared value.