

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 and outgoing items. The following scale will apply:

Envelopes	\$5.00 each	Case/Crates	\$50.00 each	Outgoing	\$5.00 each
Boxes	\$10.00 each	Pallets	\$75.00 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:

Mr. /Ms. Exhibitor
Exhibitor's Company Name
c/o Group Name
The Westin Denver Downtown
1672 Lawrence Street
Denver, CO 80202

- All outgoing boxes must be packed, sealed, and labeled by Exhibitor.
- Outgoing handling fees will be charged by the Event Management team.

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 Catering or 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.

AUDIO VISUAL EQUIPMENT

Audio Visual equipment is available by calling Presentation Services (PSAV) @ 303-592-1977. PSAV is the preferred Audio Visual provider of the Westin Tabor Center, with offices in house.

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.

Fax completed form to:

Westin Denver Downtown
Catering and Event Management
Phone 303-572-9100
Fax 303-572-7236