

Shipping Instructions

Please note that the loading dock is at street level. Access from Third Ave.

PLEASE INCLUDE THE FOLLOWING ON ALL PACKAGES:

To: "Name of Your Group"
 c/o "Name of Your Conference Service Manager"
 The Westin Waltham-Boston Loading Dock
 70 Third Ave, Waltham MA 02451

Deliver to: (choose)

MEETINGS

or

GUESTROOM

NAME OF MTG ROOM: _____

GUEST NAME: _____

NAME OF EVENT: _____

ARRIVAL DATE: _____

DATE(S) OF EVENT: _____

COMPANY: _____

BOX(ES) _____ OF _____ (multiple boxes **must** be numbered)

- The Westin is not responsible for lost boxes if the above shipping instructions are not followed.
- Shipper's return address should include shipper's name, address and telephone number. Multiple packages within a single shipment should be numbered in sequence (1 of 3, 2 of 3, 3 of 3); it may be helpful to make note of individual package contents so that careful records of all materials may be maintained and the sender alerted in the event of damage or non-receipt.
- Please advise your Catering or Sales representative that you are shipping boxes. Specify the # of boxes being shipped, as large shipments may require a separate storage room.
- Heavy boxes (over 50 lbs) should be identified to avoid injury of staff (either yours or ours) while lifting. We DO NOT accept pallet deliveries. They do NOT fit through the back of the house and CANNOT be delivered.
- There are no storage fees for the first 3 days prior to the event. If the storage exceeds 3 days to the event a \$25 per package/day and \$100 per pallet/day IF SHIPMENT ARRIVES THIS WAY storage fee will apply.
- We require exhibitors to ship freight to the designated drayage company, which will deliver boxes to the appropriate exhibit booth location.

REGULAR SHIPPING HOURS OF OPERATION (shipping and receiving department)

Monday – Saturday 6:00am to 2:30pm

AFTER HOURS PACKAGE DELIVERY (Front Desk)

SERVICE FEES Charges incurred shall be applied to the receiver of material, thus, applied to either an individual guest room account/folio or Group Master Account.

All shipping forms for outbound packages must be thoroughly completed by the SHIPPER, in addition the shipper MUST call to arrange a pick up date & time for all packages. For liability purposes, it is not the responsibility of hotel employees to complete shipping forms or call to arrange pick up dates & times for clients

INBOUND PACKAGE HANDLING FEES	
0-5 POUNDS	\$5.00 PER PACKAGE
6-20 POUNDS	\$10.00 PER PACKAGE
21-50 POUNDS	\$15.00 PER PACKAGE
OVER 50 POUNDS	\$25.00 PER PACKAGE
CRATES	\$50.00 PER CRATE
PALLET **WE DO NOT ACCEPT**	\$75.00 PER PALLET IF SHIPMENT ARRIVES THIS WAY
	\$175 PALLET BREAKDOWN FEE IF SHIPMENT ARRIVES THIS WAY
OUTBOUND PACKAGE HANDLING FEES	
All shipping forms for outbound packages must be thoroughly completed by the shipper	\$5.00 PER PACKAGE