

THE WESTIN

LONG BEACH

Exhibitor Shipping/Receiving Form

Attn: Raffy De La Cruz

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NOTE:

Form must be completed in full in order to process order.

A. COMPANY INFORMATION

CONVENTION NAME:

CONVENTION DATES:

COMPANY NAME & ADDRESS:

CUSTOMER CONTACT (ON SITE):

EMAIL ADDRESS:

TELEPHONE NUMBER:

B. CREDIT CARD BILLING INFORMATION

CREDIT CARD TYPE: Visa Mastercard AMEX Discover Diners JCB

PLEASE EMAIL accounting@WestinLB.com TO RECEIVE THE SECURE CREDIT CARD FORM.

The hotel will place an authorization on the credit card for the estimated amount of the charges.

If no credit card is available, a full estimated deposit must be received two weeks prior to the function.

C. INCOMING MATERIALS - PLEASE ADDRESS AS FOLLOWS: (PROCEED TO SECTION D IF SHIPPING MATERIALS OUT)

Name of Person that who sign/receive shipment and Arrival Date

Convention Name & Convention Dates

The Westin Long Beach Hotel

333 East Ocean Boulevard

Long Beach, CA 90802

INCOMING MATERIALS	FEE		TOTAL EXPECTED?
Box / Package	\$10.00	EACH	
Pallet / Crate	\$200.00	EACH	

All material must be prepaid. The hotel will not accept C.O.D. or freight collect deliveries.

Due to lack of storage space, we regret that we are unable to accept shipments earlier than 3 calendar days prior to your event.

Boxes stored longer than three days will incur extra charge of \$10.00 per box, per day.

Pallets stored longer than three days will incur extra charge of \$200.00 per pallet, per day.

D. SHIPPING MATERIALS - SHIPPING TO: (LEAVE ADDRESS SECTION BLANK IF SAME AS SECTION A)

NAME:

ADDRESS:

STATE:

ZIP CODE:

PHONE:

EMAIL:

AIR		GROUND	
METHOD OF SHIPMENT			
FedEx		UPS Ground	
CF Air Freight		Consolidated Freightways	
UPS - Next Day Air		FedEx Ground	
UPS - 2nd Day Air		Other	
Other			

Insurance Amount: \$

PLEASE NOTE THERE IS A SERVICE CHARGE IN ADDITION TO THE SHIPPING FEES LISTED BELOW

\$10 SERVICE CHARGE FOR EACH PACKAGE OR BOX

\$200 SERVICE CHARGE FOR EACH PALLET OR CRATE

**SERVICE CHARGE DOES NOT APPLY IF COMPANY PROVIDES THEIR OWN SHIPPING LABELS WITH ACCOUNT INFORMATION

HOTEL USE ONLY

WEIGHT	AMOUNTS	REMARKS

TOTAL AMOUNT \$