

THE WESTIN

CHICAGO
LOMBARD

Package Handling Fees

0-5 Pounds	\$6.00	51+ Pounds	\$30.00
6-20 Pounds	\$12.00	Pallets & Crates	\$90.00
21-50 Pounds	\$18.00	Oversized Crates	\$200+

All pallets need be able to clear the dock door and stay within 3-4 feet in width to clear turns and travel through service corridors.

If a pallet is deemed too large, we may request that it be broken down.

Inbound

If shipping to the hotel, please ensure inbound packages are properly labeled:

ATTN: Company Receiver, Company Name,
Conference, Booth # (Optional)
Westin Chicago Lombard
70 Yorktown Shopping Center
Lombard, IL. 60148

Packages may be received up to three (3) business days prior to event. If received earlier, package may be subject to storage fees.

If not labeled correctly, package may be delayed in delivery.

Outbound Shipping Procedures

1. Customer will need to provide own shipping labels & packing tape to pack up boxes at end of an event. Boxes must be ready to ship with proper labeling before hotel will collect. *Customer must arrange for own pick up and communicate such arrangements with Hotel.*
2. All outbound boxes shipped from the hotel must be completely labeled. Please make sure your account number is clearly marked and the entire shipping form is completed. Hotel will not be responsible for boxes that the shipping company refuses to pick up.
3. It is the vendor or group's responsibility to ensure that the hotel has a credit card number on file for payment
4. All labeled boxes ready for shipment must be left in your booth on top of the exhibit table for collection by a hotel staff member. Please make every effort to separate these items from items you intend for the trash.
5. Any package not properly labeled will not be processed for outbound shipping. These will be held at the hotel for no more than 30 days and then discarded.

Hotel is not responsible for boxes or packages not properly identified to be shipped outbound or that are not properly labeled.