

Event/Function: _____

Date: _____

SHIPPING NOTIFICATION REQUIRED BEFORE ANY SHIPMENTS WILL BE ACCEPTED

Hotel Contact

Convention Services Manager: _____

Email: _____ Phone: _____ Fax: _____

Attendee Contact

Group Name: _____ Guest Name: _____

Guest Cell Phone: _____ Guest Email: _____

Quantity of Items Shipped & Tracking Numbers (must be provided for all items shipped)

Packages/Boxes: _____ Tracking Number: _____

Pallets/Crates: _____ Tracking Number: _____

Shipping Date: _____ Expected Arrival Date: _____

Deliver To

Guestroom	<input type="checkbox"/>	Guest Name: _____	Date: _____	Time: _____
Meeting Room	<input type="checkbox"/>	Room Name: _____	Date: _____	Time: _____
Hold For	<input type="checkbox"/>	Guest Name: _____	Date: _____	Time: _____

Method of Payment

Bill to Master Account	<input type="checkbox"/>	
Bill to Guestroom	<input type="checkbox"/>	Guest Name/Room #: _____
Bill to Credit Card	<input type="checkbox"/>	Cardholder's Email: _____

Credit card security is very important to Starwood. Accordingly, we have developed a secure website that you may use to transmit payment information (including credit card authorization forms and other documents that contain credit card information) in a more secure manner to our hotels. Please provide the cardholder's email, so an invite can be sent to access the eCredit Card Authorization Form. Your shipment(s) will not be released, until the credit card information has been submitted and received.

Pricing:

The price for receiving/off-loading will be \$.50 per pound
The price for storage will be \$.50 per pound per day starting on the 4th day
The Storage of large crates/cases will be subject to a fee of \$35.00 per day
There will be an additional \$5.00 per box fee for receiving boxes sent to non-registered guests. The Service Express attendant will collect this fee and post.

Send completed form to Staci Stephenson at staci.stephenson@westin.com