**Exhibitor Shipping Form**

\***PLEASE COMPLETE BILLING INFORMATION ABOVE AND EMAIL** [[**Jenyap.Chin-Hue@westinbuckheadatlanta.com**](mailto:Jenyap.Chin-Hue@westinbuckheadatlanta.com) **\***](mailto:MARGOT.WATTLEY@WESTINBUCKHEADATLANTA.COM*)

When shipping items to The Westin Buckhead Atlanta, please use the following address and label format:

**Address All Packages in the following way :**

Receiving Name (Must be a guest of the hotel/the primary event planner/Vendor)

Meeting Name/ Meeting Dates

Meeting Room

Catering/Conference Services Manager Name (A Must)

Box # \_\_\_\_\_\_  of \_\_\_\_\_\_ boxes

**Please ship to the following address:**

The Westin Buckhead Atlanta

3391 Peachtree Road NE

Atlanta, GA 30326

**Please Note:**

Any materials to be sent to Hotel may arrive no earlier than three (3) days in advance. Otherwise a storage fee of $400.00 per day will apply. Hotel will not be responsible for any loss or damage to materials sent to Hotel prior to your event date.

Handling and Storage Fees as Noted Below will Apply to All Incoming and Outgoing Shipments:

|  |  |
| --- | --- |
| Up to 5 Pounds: $6.00 per Box | Over 50 Pounds: $25.00 per Box |
| 6 to 20 Pounds: $12.00 per Box | Crates: $100.00 Each |
| 21 to 50 Pounds: $25 per Box | Pallets: $150.00 Each |

**Expected Number of Packages:  
Tracking Information:**

A secured credit card authorization e-mail will be sent to you to place a method of payment on file.

When preparing packages for pickup after the event, please tape all boxes and load any pallets or crates. Our team will take anything for pickup from the meeting room and down to our loading dock. It will be your responsibility to have a shipping label on each package and arrange/schedule for pickup as necessary.