

THE WESTIN

PITTSBURGH

Shipping & Delivery:

Please advise hotel in advance of arrival time and date of any goods to be delivered to the hotel. Due to storage of space limitations, these goods should in no event arrive more than three (3) days prior to group's function.

Items must be labeled as follows:

Name of Group and On-Site contact — addressed to the person that will be looking for the packages.

WESTIN
c/o The Westin Pittsburgh
HOTELS AND RESORTS
1000 Penn Avenue
Pittsburgh, PA 15222

Hold for Name and Date Conference
Box(es) of (Multiple boxes must be numbered)
Name of Hotel Sales/Convention Services Manager

Sending Tracking Numbers for Packages to Sales/Convention Services Manager
Box deliveries will be assessed a handling fee determined by weight as shown below. These charges will be posted to your Master Account. The hotel will not be responsible for the safe keeping of personal or rented equipment.

Shipping & Delivery:

Please note the following applicable handling & storage fees:

0-10lbs	\$5.00
10.1-20lbs	\$20.00
20.1-30 lbs	\$30.00
30.1-40lbs	\$40.00
40.1-50lbs	\$50.00
50.1-60lbs	\$60.00
60.1-150lbs	70.00
Pallets and Crates	\$150.00
Storage Fee Held Over 3 Days	\$5.00 Per Days