

THE WESTIN

WASHINGTON
NATIONAL HARBOR

Package Handling Information

PACKAGE HANDLING FEES

- All packages received weighing 5 pounds and up are subject to a \$10.00 fee per package
- Pallets and crates will not be accepted
- Due to limited storage space, we request that packages do not arrive more than three days prior to the guest's arrival
 - A storage fee of \$25.00 per package, per day may be assessed for any packages arriving more than three days before the guest's arrival date (in addition to other applicable fees)
- Package handling fees incurred by guests will be processed to your guest room folio

SHIPPING/DELIVERY INFORMATION

- Packages shipped directly to the hotel should be addressed as follows:

The Westin Washington National Harbor
Attn: (Guest Name), (Arrival Date)
171 Waterfront Street
Oxon Hill, MD 20745
- Packages may not be accepted for guests without a reservation or which cannot be identified
- Any outgoing packages will required to be labeled and sealed prior to the hotel accepting the package for a pending pickup. Additional fees may apply.
- The hotel will not be responsible for any items left unattended or not claimed
- Meeting Planners should work with their Westin Sales Manager for all package arrangements

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