



Westin St. Francis
SHIPPING OF MATERIALS – NON EXHIBITS

If you will be shipping conference materials to the hotel for this event, please label each package as follows:

The Westin St. Francis
335 Powell St.
San Francisco, CA 94102
For: (Name of conference)
CONFERENCE MATERIALS/Number of Boxes (Example: Box 1 of 2)
Attn.: (contact)

Box delivery fees will be charged for any incoming/outgoing package:
Envelopes/Letters: No Fee
Packages 5-10lbs: \$5.00
Packages 11-25lbs: \$10.00
Packages 26-60lbs: \$15.00
Packages 61-100lbs: \$20.00
Pallet (each); \$100.00
Outgoing shipments: \$5.00 per box
Crates: additional \$200.00 per crate over 400lbs. – please arrange in advance with the hotel.

Exhibit Freight: Not handled by hotel

- a. Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel outside of normal Receiving hours. Failure to make special arrangements may result in deliveries being refused or materials being unavailable when required.
- b. Vertical Height restrictions on loading dock prohibit use of delivery truck larger than a bobtail truck for deliveries. All other deliveries are available at street level with truck requiring a lift gate and pallet jack.
- c. The Hotel does not accept liability for equipment, goods, displays or other materials which arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage.

The hotel has very limited storage space, so we ask that materials be shipped to arrive 3 business days prior to the official start date of your conference. Packages received prior to 3 days will be assessed a storage fee bases on total weight as rates listed above.