

All incoming packages/items are subject to a receiving/handling/storage charge. This includes receiving items from a carrier, up to a maximum of 3 days of storage of items prior to the event and delivery of items to the proper location within the hotel. Shipments should not arrive more than 3 days prior to set up date. Shipments received sooner than 3 days are subject to additional storage fees. Please find pricing information below. All materials must be addressed as follows:

Westin Galleria Hotel:

Exhibitor Name

Booth # Event Name

Arrival Date

Westin Galleria Event Manager

5060 W Alabama St. Houston,

TX 77056

Westin Oaks Hotel:

Exhibitor Name

Booth # Event Name

Arrival Date

Westin Oaks Event Manager

5011 Westheimer Rd. Houston, TX

77056

Multiple packages, within a single shipment, should be sequentially numbered, (i.e. 1 of 2, 2 of 2).

Package receiving and processing fees are as follows:

Letter \$5.00

0-10 lbs. \$7.00

11-20 lbs. \$12.00

21-40 lbs. \$20.00

41-60 lbs. \$35.00

61-100 lbs. \$50.00

Over 100 lbs.: \$100.00

Pallet/Crate \$125.00/\$250.00

Fees do not include applicable state sales tax, currently 8.25%.

Please reach out to your Event Manager or contact 713-770-6267 to set up payment for the receiving/handling/storage charge.

Be well,

Event Management

The Westin Galleria Houston