WESTIN
HOTELS & RESORTS

THE WESTIN OAKS HOUSTON
AT THE GALLERIA

5011 Westheimer Rd.
Houston, TX 77056
United States

T +1 713.960.8100

westin.com/oaks

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 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. $9.00
11-20 lbs. $14.00
21-40 lbs. $22.00
41-60 lbs. $38.00
61-100 lbs. $55.00
Over 100 lbs.: $100.00
Pallet/Crate $135.00/$270.00
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 Oaks Houston at the Galleria