

# Exhibitor Information

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Exhibitor/Vendor Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Wireless Internet Connection Required (\$12.95+Tax)      \_\_\_ No      \_\_\_ Yes      \_\_\_ Quantity

Telephone line Required (\$25+Tax)      \_\_\_ No      \_\_\_ Yes      \_\_\_ Quantity

# Shipping Instructions

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## INBOUND

Please note that the loading dock is at street level. Access off 99<sup>th</sup> street along a one-way alley. Delivery trucks will need to have a lift as the hotel only offers a hand pumpjack.

**ALL PACKAGES MUST BE LABELED AS FOLLOWS:**

**The Westin Edmonton**  
**ATTN: Shipping & Receiving**  
c/o \_\_\_\_\_ (Hotel Contacts Name)  
**10135 - 100 Street**  
**Edmonton, AB T5J 0N7**  
**PH: (780) 426-3636**

EXHIBITOR/VENDOR: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PH: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

MEETING ROOM: \_\_\_\_\_

BOX (ES) \_\_\_\_\_ of \_\_\_\_\_

- The Westin Edmonton is not responsible for lost boxes if the above shipping instructions are not followed.
- Shipper's return address should include shipper's name, address and telephone number. Multiple packages within a single shipment should be numbered in sequence (1 of 3, 2 of 3, 3 of 3); it may be helpful to make note of individual package contents so that careful records of all materials may be maintained and the sender alerted in the event of damage or non-receipt.
- **Please advise your Catering or Sales representative that you are shipping boxes.** Please specify the number of boxes being shipped, as large shipments may require a separate storage room.
- Heavy boxes (over 50 lbs) should be identified to avoid injury of staff (either yours or ours) while lifting.
- Hotel has limited storage space so ALL materials/deliveries will only be accepted **two** days prior to the event.
- We require exhibitors to ship freight to the designated drayage company, which will deliver boxes to the appropriate exhibit booth location.
- All waybills for outbound packages must be thoroughly completed by the shipper. For liability purposes, it is not the responsibility of hotel employees to complete waybill shipping forms for clients

**UNITED STATES SHIPMENTS:** Please ensure shipments have adequate time allocated for Customs Clearance and arrange this directly with your Custom Broker. The Westin Edmonton is not responsible for any delays that may occur.

**REGULAR SHIPPING HOURS OF OPERATION** (Shipping and Receiving Department)

**Monday – Friday**                      **8:00 AM – 4:30 PM**

**AFTER-HOURS PACKAGE DELIVERY** (Front Desk)

**SERVICE FEES:** Charges incurred shall be applied to the receiver of material, thus, applied to either an individual guest room account/folio or Group Master Account.

**INBOUND PACKAGE HANDLING FEES:**

0 to 5 lbs.	\$5.00 each
6 to 20 lbs.	\$10.00 each
21 to 50 lbs.	\$15.00 each
Over 50 lbs.	\$25.00 each
Crates	\$50.00 each
Pallets	\$75.00 each

**OUTBOUND PACKAGE HANDLING FEES:**

\$5.00 per box

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**OUTBOUND**

- The Westin Edmonton is not responsible for lost boxes if the shipping instructions are not followed.
- Shipper's return address should include shipper's name, address and telephone number. Multiple packages within a single shipment should be numbered in sequence (1 of 3, 2 of 3, 3 of 3); it may be helpful to make note of individual package contents so that careful records of all materials may be maintained and the sender alerted in the event of damage or non-receipt.
- Exhibitor responsible to pack / seal and label all items being returned.
- Exhibitor responsible to call courier of their choice and arrange pick up.
- Hotel will move items from your booth to Shipping / Receiving at end of the event for pick up.
- Heavy boxes (over 50 lbs.) should be identified to avoid injury of staff (either yours or ours) while lifting.
- If items leaving Canada the Exhibitor is responsible to arrange for brokerage and any fees associated with them.
- All waybills for outbound packages must be thoroughly completed by the shipper. For liability purposes, it is not the responsibility of hotel employees to complete waybill shipping forms for clients

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