

Exhibitor Order Form

****PLEASE NOTE: Your Order will NOT be confirmed until Credit Card information has been submitted via our secure payment website. The link to this website will be sent to you via email once this form is received****

Please return this form to your Convention Services Manager:

Name:

Fax:617-424-8957

***For all questions and additional requests, please contact your Convention Services Manager Directly at:**

Phone:

E-mail:

Conference Information		Payment Information	
Conference Name:		Contact Name:	
Company Name:		Email:	
Event Dates:		Phone Number:	
Booth Number:		Billing Address:	
On-Site Contact:			
Phone:	Email:		

Shipping/Receiving			
Item	Weight	Cost	Estimated Quantity
Letter	Up to 1 lb.	No Charge	
Package	1 – 5 lbs.	\$5.00 ea	
Package	6 – 20 lbs.	\$10.00 ea	
Package	21 – 40 lbs.	\$20.00 ea	
Package	41 – 80 lbs.	\$50.00 ea	
Package	81+ lbs.	\$75.00 ea	
Crate/Pallet	Up to 300 lbs	\$150.00 ea	
Crate/Pallet	Each additional pound over 300	\$1.00 ea	

To address package:
*Westin Copley Hotel
 (Event Name) (Event Setup Date)
 (Guest Name) (Guest Cell Phone Number)
 (Guest Company Name) (Booth #)
 10 Huntington Ave
 Boston, MA. 02116*

Incoming packages will be received and stored at the Westin Security Department. All packages are subject to a handling fee and will be delivered upon request or by appointment by contacting our business center.

Please contact our business center for any questions at **617.351.7367** or **www.westinshipping.com**

PLEASE NOTE: _____ is the contracted drayage company for your event. All exhibitors should refer to _____ for all shipping and handling of packages.

IF THE DRAYAGE COMPANY IS NOT UTILIZED, THEN SHIPMENTS THAT ARRIVE TO THE HOTEL WILL NOT BE DELIVERED UNLESS PAYMENT ARRANGEMENTS HAVE BEEN MADE IN ADVANCE.