



## Exhibitor Shipping Form

Name of Conference:	Start Date:	End Date:	# Event Days:
Company Name:	Onsite Contact Name:		Room/Exhibit #:
Street Address:	City and State:		Zip Code:
Telephone Number:	Delivery Date:	Delivery Time:	
Email Address:	Pick Up Date:	Pick Up Time:	
Name of Sender:	# of Boxes and Weight:		

**\*\* PLEASE SEND COMPLETED FORM TO CAITLIN.LANGSTON@WESTINBUCKHEADATLANTA.COM \*\***

When shipping items to The Westin Buckhead Atlanta,  
Please use the following address and label format:

TO: Name/Exhibit  
Westin Buckhead Atlanta  
3391 Peachtree Road, NE  
Atlanta, GA 30326

**Box # 1 of \_\_\_\_**  
HOLD FOR: Connected Fleets/"Vendor Name"  
ATTN: Caitlin Langston, Convention Services Manager

**Please Note:**

Any materials to be sent to Hotel may arrive no earlier than three (3) days in advance. Otherwise a storage fee of \$400.00 per day will apply. Hotel will not be responsible for any loss or damage to materials sent to Hotel prior to your event date.

Handling and Storage Fees as Noted Below will Apply to All Incoming and Outgoing Shipments:

Up to 5 Pounds: \$5.00 per Box	Over 50 Pounds: \$25.00 per Box
6 to 20 Pounds: \$10.00 per Box	Crates: \$50.00 Each
21 to 50 Pounds: \$15 per Box	Pallets: \$75.00 Each

A secured credit card authorization link will be sent to your e-mail to place a form of payment on file.

When preparing packages for pickup after the event, please tape all boxes and load any pallets or crates. Our team will take anything for pickup from the meeting room and down to our loading dock. It will be your responsibility to have a shipping label on each package and arrange for pickup as necessary.