

THE WESTIN

RANCHO MIRAGE
GOLF RESORT & SPA

Shipping & Receiving

Regarding the shipping of any equipment or boxes to our resort, they should be addressed as follows:

ATTN: (the name of your Event Manager)
HOLD FOR: (name of individual receiving package/name of convention)
The Westin Rancho Mirage Golf Resort & Spa
71333 Dinah Shore Dr. Rancho Mirage, CA 92270

We also ask that boxes be numbered "1 of 6", "2 of 6", "3 of 6", etc. This way, we will know when Incomplete shipments are received. Kindly bring appropriate bills of lading, including all tracking numbers. We ask all shipments be sent no longer than 3 days prior to your meeting. All shipments held longer than 3 business days will incur a storage fee, which varies depending on the size of the shipment. During your meeting we can store containers and boxes at our normal storage rates. Please coordinate storage with a shipping and receiving associate.

SHIPPING & RECEIVING CHARGES

The Business Center offers shipping services via all major couriers (FedEx & UPS) with weekday pickups at 3 p.m. for express services, and Saturday pickup at noon by request. The resort charges a handling fee for all incoming and outgoing parcels, excluding incoming envelopes. Boxes and other shipping supplies are available in the Business Center. Please call our Shipping & Receiving department direct at (760) 422-6855 regarding your incoming packages.

The resort assumes no responsibility for materials left in ballrooms, meeting rooms or anywhere on the convention floor unless they have been physically received and signed for by our shipping department staff. Please call our shipping department for assistance at extension 2158

SHIPPING & RECEIVING FEES

INCOMING HANDLING FEES

<i>Envelope - ea</i>	<i>\$5</i>
<i>1-5 lbs pkg - ea</i>	<i>\$7</i>
<i>6-20 lbs pkg - ea</i>	<i>\$13</i>
<i>21-45 lbs pkg - ea</i>	<i>\$25</i>
<i>46-70 lbs pkg - ea</i>	<i>\$35</i>
<i>71-100 lbs pkg - ea</i>	<i>\$60</i>
<i>101-150 lbs pkg - ea</i>	<i>\$70</i>
<i>151 + lbs pkg - ea</i>	<i>\$85</i>
<i>Golf Bag / Box - ea</i>	<i>\$10</i>
<i>Self-Contained Display Unit - ea</i>	<i>\$60</i>
<i>Pallet / Skid - ea</i>	<i>\$175</i>
<i>Forklift Required / Oversized - ea</i>	<i>\$350</i>
<i>Labor - Per Hour Per Man</i>	<i>\$50</i>

OUTGOING HANDLING FEES

<i>Envelope - ea</i>	<i>\$5</i>
<i>Sm Pkg - up to 12" long - ea</i>	<i>\$7</i>
<i>Med Pkg - up to 18" long - ea</i>	<i>\$13</i>
<i>Lg Pkg - up to 24" long - ea</i>	<i>\$25</i>
<i>XL Pkg - over 24" long - ea</i>	<i>\$40</i>
<i>Golf Bag / Box - ea</i>	<i>\$10</i>
<i>Self-Contained Display Unit - ea</i>	<i>\$60</i>
<i>Pallet / Skid - ea</i>	<i>\$175</i>
<i>Forklift Required / Oversized - ea</i>	<i>\$350</i>
<i>Labor - Per Hour Per Man</i>	<i>\$50</i>

STORAGE DAILY FEES (Up to 3 days)

4 days or more please inquire at (760) 422-6855

Sm Pkg - up to 24" long - ea	\$7
Lrg Pkg - over 24" long - ea	\$13
Self Contained Display Unit	\$30
Pallets or Large Crates	\$60