

THE WESTIN

RANCHO MIRAGE GOLF RESORT & SPA

Shipping and Receiving Exhibitor Form

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

Please complete this form and email it to shipping@westinranchomirage.com

Name: _____ **Date of Arrival:** _____

Conference Name: _____ **Booth/Table #:** _____

Company Name: _____ **Telephone #:** _____

Email Address: _____

(Sertifi Link will be sent to collect payment method)

Shipping & Receiving Charges

The Business Center offers shipping services via all major couriers with weekday pickups. The resort charges a handling fee for all incoming and outgoing parcels, excluding incoming envelopes. Please call our Shipping & Receiving department at (760) 422-6855 regarding any shipping needs.

INCOMING HANDLING FEES	OUTGOING HANDLING FEES
Envelope - ea	\$5 Envelope - ea
1-5 lbs pkg - ea	\$7 Sm Pkg - up to 12" long - ea
6-20 lbs pkg - ea	\$13 Med Pkg - up to 18" long - ea
21-45 lbs pkg - ea	\$25 Lg Pkg - up to 24" long - ea
46-70 lbs pkg - ea	\$35 XL Pkg - over 24" long - ea
71-100 lbs pkg - ea	\$60 Golf Bag / Box - ea
101-150 lbs pkg - ea	\$70 Self-Contained Display Unit - ea
151 + lbs pkg - ea	\$85 Pallet / Skid - ea
Golf Bag / Box - ea	\$10 Forklift Required / Oversized - ea
Self-Contained Display Unit - ea	\$60 Labor - Per Hour Per Man
Pallet / Skid - ea	\$175
Forklift Required / Oversized - ea	\$350
Labor - Per Hour Per Man	\$50

Storage Fee: (Up to 3 Days) \$7.00 Per Package, Per Day. \$60.00 Per Pallet/Crate, Per Day.

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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

OUTGOING HANDLING FEES

<i>Envelope - ea</i>	\$5	<i>Envelope - ea</i>	\$5
<i>1-5 lbs pkg - ea</i>	\$7	<i>Sm Pkg - up to 12" long - ea</i>	\$7
<i>6-20 lbs pkg - ea</i>	\$13	<i>Med Pkg - up to 18" long - ea</i>	\$13
<i>21-45 lbs pkg - ea</i>	\$25	<i>Lg Pkg - up to 24" long - ea</i>	\$25
<i>46-70 lbs pkg - ea</i>	\$35	<i>XL Pkg - over 24" long - ea</i>	\$40
<i>71-100 lbs pkg - ea</i>	\$60	<i>Golf Bag / Box - ea</i>	\$10
<i>101-150 lbs pkg - ea</i>	\$70	<i>Self-Contained Display Unit - ea</i>	\$60
<i>151 + lbs pkg - ea</i>	\$85	<i>Pallet / Skid - ea</i>	\$175
<i>Golf Bag / Box - ea</i>	\$10	<i>Forklift Required / Oversized - ea</i>	\$350
<i>Self-Contained Display Unit - ea</i>	\$60	<i>Labor - Per Hour Per Man</i>	\$50
<i>Pallet / Skid - ea</i>	\$175		
<i>Forklift Required / Oversized - ea</i>	\$350		
<i>Labor - Per Hour Per Man</i>	\$50		

STORAGE DAILY FEES (Up to 3 days)

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

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