

Shipping and Storage:

Hotel does not have storage space for crates, pallets or large shipments. Any materials to be sent to Hotel may arrive no earlier than three (3) days in advance **of date of group's arrival**. Otherwise a storage fee of \$400.00 per day will apply. Handling and storage fees will be added to Group Master Account for any materials sent to Hotel (see list below for more detailed fees). Hotel will not be responsible for any loss or damage to materials sent to Hotel prior to your event date. Please let Group Meeting and Event Manager know if Group is shipping any materials so Hotel will know to expect them.

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

Please ship to the following address:

The Westin Buckhead Atlanta

3391 Peachtree Road NE

Atlanta, GA 30326

Attn: **On-site Contact for group and care of Meeting & Event Manager**

Hold for: **Name of Group**