

Shipping Information

INCOMING MATERIALS

Should you be sending materials to the hotel for your meeting, please use the following address form to insure that it is available to you upon arrival:

Name of person that will sign and receive shipment/ Arrival Date

Include: Convention Name & Convention Dates

**The Westin Long Beach Hotel
333 East Ocean Boulevard
Long Beach, CA 90802**

PACKAGES/PACKAGE HANDLING: All material must be prepaid. The hotel will not accept C.O.D. or freight collect deliveries.

Please indicate preferred shipping company and account number for hotel to use in the return of your materials to your office.

Due to lack of storage space, we regret that we are unable to accept shipments earlier than three calendar days prior to your conference. A package storage fee of \$10.00 per box or \$200.00 per pallet will apply.

Boxes stored longer than three days will incur extra charge of \$10.00 per box, per day.

Exhibitors are advised to ship all materials directly to the drayage company or show decorator. All exhibitor materials directed to the hotel will be refused and re-routed to the drayage company or show decorator. This will usually result in secondary delivery charges and possibly storage fees.

EXHIBITS:

All displays, exhibits, decorations, equipment, musicians/entertainers must enter the hotel through the Loading Dock, on Elm Street.

Delivery time must be coordinated with the hotel in advance. Special ingress and egress requirements apply in the case of events with décor, sets, special lighting or special sound for all Centennial Ballroom, Ocean Ballroom and all other Meeting Rooms. In addition, a \$5,000 deposit or Certificate of Insurance will be required two weeks prior to the event. Nothing may be attached to the walls and ceilings. A walk through is to be arranged with a designated person and hotel representative after the dismantling.

It is specifically understood that the client assumes responsibility and liability for any space used for exhibits and/or displays.

This shall include the drayage and removal of any and all exhibits and display booths, equipment, rubbish, and associated materials to and from the Westin Long Beach prior to and following the convention. In the event any discarded materials are not removed from the hotel grounds following the convention, the Westin Long Beach reserves the right to charge client for any costs incurred by the removal of such materials.