



## Westin Copley Hotel Shipping Instructions

### In-Bound Shipping Instructions:

To ensure proper delivery please follow the methods listed below to eliminate any package routing delays. All packages are received and securely stored by the Westin Copley Security Department. Release signatures are captured at the time of delivery to recipients. In-Bound receiving fees will be applied to all packages. Fees applied are in addition to standard shipping rates.

For the guest name field below, only use the name of the guest who will be available to sign for the parcel(s). Please do not address your packages to a hotel employee or Show Manager as this could cause package(s) to be delayed.

To expedite handling of your package, please ensure your package is delivered to the hotel one or more days prior to the start of your event. Package delivery to guest rooms or meeting space is no extra charge and can be scheduled by calling 617-351-7367 or ext. 7367 from a house phone.

Packages will be held for 14 days. After that time, if they are unclaimed they will be returned to sender.

#### Shipments for meetings:

Affix a label with the following information in addition to the airbill

**Westin Copley Hotel**  
**(Event Name) (Event Setup Date)**  
**(Guest Name) (Guest Cell Phone Number)**  
**(Guest Company Name) (Booth #)**  
**10 Huntington Ave**  
**Boston, MA 02116**

#### Shipments for individual guests:

**Westin Copley Hotel**  
**(Guest Name) (Guest Cell Phone Number)**  
**10 Huntington Ave**  
**Boston, MA 02116**

### Out-Bound Shipping Instructions:

Guests may drop Out-Bound packages off at our Concierge Desk. To expedite the process for Out-Bound shipments, please affix a completed carrier airbill to each package. Limited FedEx and UPS shipping supplies are available at our Business Center. The Security Department may also pick up your package(s) from your guest room. Please call 617-351-7367 or ext. 7367 to schedule a pick-up from your guest room or meeting space. Fees apply in addition to standard shipping rates.

### Handling Fees:

| Weight           | In-Bound  | Out-Bound   |
|------------------|---|---|
| 1-5 lbs          | First Package Complimentary. Each package after first is \$5.00 | First Package Complimentary. Each package after will be charged the same rates as In-Bound. |
| 6-20 lbs         | \$10.00   |   |
| 21-40 lbs        | \$20.00   |   |
| 41-80 lbs        | \$50.00   |   |
| 81 lbs and above | \$75.00   |   |
| Crate/Pallet     | \$150.00 and \$1 per pound over 300 lbs                         |   |

**Storage Fees:** Due to limited storage space, we will assess a fee of \$3.00 per package, per day, after 7 days of storage, not to exceed \$15.00 per package.