

# THE WESTIN

COPLEY PLACE  
BOSTON

## Westin Copley Hotel Shipping Instructions

### Prior to Shipping Instructions:

The Westin Copley Place is prepared to ensure that you receive extraordinary service during your stay.. All packages are received and securely stored by the Westin Copley Security Department. To ensure proper delivery, please follow the methods listed below to eliminate any package routing delays. Release signatures are captured at the time of any deliveries for our recipients. All packages will be applied an In-Bound receiving fee upon their arrival. These Fees are applied in addition to your standard shipping rates. The In-Bound fees include the delivery charge to the Meeting/Guest room.

Please do not ship any items to the attention of the Meeting & Events Manager unless the item(s) are specifically for their use as this could cause a delay in the package delivery.

Please schedule for your shipment to arrive to the hotel (2) - (3) days prior to the event/arrival start date to avoid additional storage fees. Use only the name of the recipient who will be on-site to receive and sign for your package(s). All shipments are held for a limit of up to (14) days. If a package has been unclaimed, they will be returned to sender. For any further inquiries in regards to the retention of the shipment, please contact 617.351.7367.

### Package Labeling Standard:

The Westin Copley Place Hotel
(Recipient Full Name) (Recipient Cell Number)
10 Huntington Avenue
Boston, MA, 02116
(Conference/Convention/Group/Event Name)
(Booth Name/Number)

### Westin Shipping Contact:

For any further inquiries, please contact the Security & Shipping Department below:

Shipping: 617.351.7367 (Mon-Fri: 8a-5p)

Security: 617.351.7300 (24 Hours)

Email: 01035security@westin.com

### Out-Bound Shipping:

Hotel Guests any drop Out-Bound packages off at our Concierge Desk. To expedite the process for Out-Bound Shipments, please affix the completed shipping label to each package. If you need assistance in printing a label, please complete the Shipping Form that can be completed with Concierge. Limited supplies are available at our Business Center. Once completed, our Security & Shipping Dept will pick up the package for delivery. Packages can be picked up from your guest room. Please contact Security at 617.351.7300 to schedule a pick-up from your guest room or meeting space. Fees apply in addition to standard shipping rates.

### Package Handling and Storage Fees:

Weight	In-Bound & Out-Bound
0-0.9 lbs	\$5.00
1.0-10.0 lbs	\$15.00
10.1 - 20.0 lbs	\$20.00
20.1 - 30.0 lbs	\$30.00
30.1 - 40.0 lbs	\$40.00
40.1 - 60.0 lbs	\$50.00
Over 60.0 lbs	\$75.00
Pallets & Crates	\$150.00 and \$1/lb over 300 lbs

Weight	Storage Fee
0-10.0 lbs	\$5.00
10.1-30.0 lbs	\$10.00
30.1 - 60.0 lbs	\$15.00
Over 60.0 lbs	\$25.00
Pallets & Crates	\$75.00

\*Due to limited storage space, we will assess the above fees after (5) days of arrival.

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. The Hotel will not provide such insurance. The Hotel nor the employees, agents or contractors will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel may establish from time to time for receiving and delivering of packages.