

Exhibitor Information Form

Event Information

| | | |
|-------------------------|--------------|--|
| Event Name | Event Dates | |
| Exhibitor Company Name | | |
| Meeting & Event Manager | Booth Name | |
| Office Contact Name | Phone Number | |
| Office Email Address | | |
| Onsite Contact Name | Phone Number | |
| Onsite Email Address | | |

Important

All boxes that are received by the hotel are subject to drayage/handling fees. The Westin San Diego Gaslamp Quarter will only accept packages within (3) days of the conference dates.

Please address shipments as follows:

The Westin San Diego Gaslamp Quarter
Your Company/Organization; Name of Your Company/Organization On-Site Contact
Convention/Event Name, Date of Event
910 Broadway Circle
San Diego CA 92101
Box 1 of _____

Boxes

| inbound | cost per box |
|--------------|--------------|
| 0 - 5 lbs. | \$ 5.00 |
| 6 - 20 lbs. | \$ 10.00 |
| 21 - 50 lbs. | \$ 15.00 |
| over 51 lbs. | \$ 25.00 |
| crates | \$ 50.00 |
| pallets | \$ 75.00 |

| outbound | cost per box |
|-----------|--------------|
| envelope | \$ 5.00 |
| all boxes | \$ 10.00 |
| crates | \$ 50.00 |
| pallets | \$ 75.00 |

*Outbound prices based on lbs & includes storage. If storage exceeds 3 days, a \$25 per item/day fee may apply.

Tracking Information

Please input all tracking numbers below & who the boxes are addressed to -**LAST NAME is very important.**

| TRACKING NUMBER | LAST NAME | TRACKING NUMBER | LAST NAME |
|-----------------|-----------|-----------------|-----------|
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RETURN SHIPPING: Please ensure return packages are labeled for outbound shipping with payment method noted on label and are taped closed. You must provide your own return labels & packaging tape. Hotel does not have these supplies on-site.

Exhibitors may leave their properly labelled & closed packages on their table and our staff will take the packages to the FedEx drop-off and pick-up area. If you are shipping via GROUND you MUST schedule a pick-up under your own FedEx/UPS account- reminder this is only for GROUND shipments.

Billing Information

Exhibitor is responsible for payment of hotel package handling charges and must provide a method of payment.

| | | |
|--|--------------------------|---|
| Would you like all drayage/handling charges applied to the onsite contact's guestroom? | <input type="checkbox"/> | YES, I authorize all drayage/handling charges to be applied to guestroom of onsite contact listed above |
| | <input type="checkbox"/> | NO, I would like to pay via credit card, please send authorization: |
| Email Address: | | |

Please do not include your credit card information on this form. You will receive an email from Sertifi Services to submit your card via our secure online system. Please check your junk folder if there is a delay in receiving our email.

If you have any further questions or do not receive a credit card authorization form please contact:
 Lisa Martinez at Lisa.martinez@westin.com

Please email this completed form directly to: lisa.martinez@westin.com