



SHIPPING INFORMATION

LABEL INFORMATION

Please use the following address form to insure that it is available to you upon arrival:

Name of Person Who Will Sign / Arrival Date
Convention Name & Convention Dates
The Westin Long Beach Hotel
333 East Ocean Boulevard
Long Beach, CA 90802

HANDLING FEES

All INCOMING shipments must be prepaid. Hotel will not accept C.O.D. or freight collect deliveries.

\$10/Box or Package
\$200/Pallet or Crate

All OUTGOING shipments must have a pre-paid label and/or account number for preferred shipping company must be provided.

STORING INFORMATION

Due to lack of storage space, we regret to inform that we are unable to accept shipments earlier than three calendar days prior to your conference.

EXHIBITOR/VENDOR INFORMATION

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 for all Centennial Ballroom, Ocean Ballroom and all other Meeting Rooms. In addition, a Certificate of Insurance will be required two weeks prior to the event. Under no circumstance is any exhibitor/vendor allowed to attach 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 full 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.