

THE WESTIN OTTAWA

2023 PACKAGE / PARCEL HANDLING

All packages, parcels, crates and equipment cannot be received by the Hotel more than **48** hours prior to the start of your functions.

All deliveries should include the following information: Name of the Event, date, function room(s) and Hotel contact.

The hotel will not be responsible for loss or damage of any items left in the Hotel. All items left in the Hotel following the last function must be picked up within 24 hours. The Hotel reserves the right to dispose of these packages past this period.

All incoming and outgoing packages are subject to package handling fees.

Weight in Pounds	Receipt and Processing
1-5 lbs	\$9.00
6-20 lbs	\$18.00
21-50 lbs	\$30.00
Over 50lbs	\$60.00
Palettes	\$210.00

There are no storage charges for the first 48 hours prior to an event. If the storage exceeds 2 days, a \$30 per package/day and \$120.00 per pallet/day storage fee will be added.

EXHIBIT'S: A mandatory handling fee of \$60.00 per hour minimum 4 hours will be applied to main conference master account on set-up and teardown days to coordinate deliveries for exhibits with 10 or more booths shipping materials to the hotel.

I, _____ hereby authorize The Westin Ottawa to bill all associated charges with the receipt and handling of the packages.

A secure credit card authorization link will be forwarded via email. Package handling charges will be billed after packages are delivered to the recipient at the Westin Ottawa.

Signature

For inquiries, please call your Events Manager.