

**AUDIO VISUAL EQUIPMENT**

Audio Visual equipment is available by calling the Hotel Audio Visual Department @ 303-410-5018.

**BOX HANDLING**

The price for receiving will be based on pounds and will include storage. If storage exceeds 3 days, a \$25 per item/day storage fee will be added.

DAYS	BOXES	TOTAL
_____	_____	_____
	@ \$25.00	_____

<u>INBOUND PACKAGE HANDLING FEES</u>	<u>QUANTITY</u>	<u>TOTAL</u>
0 TO 4.99 POUNDS \$ 5.00 each	_____	_____
5 TO 19.99 POUNDS \$10.00 each	_____	_____
20 TO 49.99 POUNDS \$15.00 each	_____	_____
Over 50 POUNDS \$25.00 each	_____	_____
CRATES/PALLETS \$75.00 each	_____	_____

<u>OUTBOUND PACKAGE HANDLING FEES</u>	<u>QUANTITY</u>	<u>TOTAL</u>
0 TO 4.99 POUNDS \$ 5.00 each	_____	_____
5 TO 19.99 POUNDS \$10.00 each	_____	_____
20 TO 49.99 POUNDS \$15.00 each	_____	_____
Over 50 POUNDS \$25.00 each	_____	_____
CRATES/PALLETS \$75.00 each	_____	_____

ADDRESS INCOMING BOXES AS FOLLOWS:

Dona Trujillo/  
 Location Intelligence Conference (Oct 5-7)  
 c/o The Westin Westminster  
 10600 Westminster Blvd  
 Westminster, CO 80020  
 Box (es) \_\_\_\_\_ of \_\_\_\_\_ (Multiple boxes MUST be numbered)

**Disclaimer: The Westin Westminster Hotel is not responsible for any lost, stolen, damaged or misdirected equipment, personal items or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in the meeting room outside of the Event hours.**

Fax completed form to:

**The Westin Westminster  
 Conference Services**

**Phone 303-410-5022**  
**Fax 303-410-5025**