**Exhibitor Shipping Information**

The Westin Snowmass Resort will accept freight THREE days prior to the beginning of the conference. Shipments must be sent with freight charges pre-paid. C.O.D shipments will not be accepted. Storage charges will apply to freight stored for more than THREE days. If you plan to ship booth materials or products to the hotel, please complete this shipping form. We must have this completed form in order to process your shipment successfully.

Please label and number each piece and address to: The Westin Snowmass Resort and Conference Center Hold For: US Dry Bean Convention

Name of Exhibitor/ Name of Onsite Contact 100 Elbert Lane

Snowmass Village, CO 81615 Box of

***Please be advised the US Postal Service and DHL do NOT deliver to Snowmass Village. Do not send any materials via US Mail or DHL.***

Shipping and receiving hours of operation are Monday thru Friday from 7:00am – 5:00pm. Hours may be adjusted based on the needs of the groups in-house. The hotel is not responsible for packing or for supplying any packing materials. Any materials left behind without shipping instructions will be discarded within three business days.

For all shipments weighing over 100lbs, the delivery truck must have a lift gate. The Westin Snowmass Resort and Conference Center does not have a fork lift or loading dock. We have the right to refuse shipments that do not comply with this request.

All outbound shipping arrangements must be made in advance. Please have your shipping documents correctly and completely filled out for your return shipments. Freight companies will not pick up any materials with incomplete labels. Once the packages are ready to be shipped, our banquet staff will take the packages to the purchasing department for shipment.

***All drayage forms must be received one week prior to move in day.***

**Shipping Address:**

**WESTIN SNOWMASS RESORT AND CONFERENCE CENTER**

***Hold For: US Dry Bean Convention***

***Name of Exhibitor/ Name of Onsite Contact***

**100 Fall Lane, Snowmass Village, CO 81615**

**WESTIN SNOWMASS RESORT AND CONFERENCE CENTER**

**SPONSOR / EXHBITOR CHARGES, PAYMENT FORM**

**EVENT NAME: EVENT DATE:**

|  |  |
| --- | --- |
| **CUSTOMER INFORMATION** | |
| Company Name: |  |
| Ordered By: |  |
| Email: |  |
| Telephone: |  |
| Fax: |  |
| **Mailing Address** | |
| Address (street): |  |
| City, State, ZIP: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CUSTOMER CHARGES** | | | |
| **Item Weight** | **Unit Price/Rate** | **# Units** | **Amount Due** |
| Less than 10 pounds | $ 5.00 |  |  |
| Between 10–20 pounds | $10.00 |  |  |
| Between 20–50 pounds and 40"x40"x40" | $15.00 |  |  |
| Between 51–100 pounds | $20.00 |  |  |
| Crates | $50.00 |  |  |
| Pallets | $100.00 |  |  |
| Over 100 pounds: *Please contact exhibit manager (see below) to confirm details and charges.* | | | TBD |
| ***TOTAL*** | | |  |

|  |
| --- |
| **PAYMENT TERMS** |
| Full payment is due in advance of arrival, unless otherwise arranged. If onsite payment is requested, please contact us to confirm this arrangement. (See contact information at bottom of form.) Shipments must be made via UPS or FedEx, as US Postal Service does not provide delivery to Westin Snowmass. |

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| **PAYMENT METHOD** |
| Check ― Payable to The Westin Snowmass Resort. Mail to address shown below. |
| Credit Card (check one): American Express MasterCard Visa |
| Account Number: |
| Expiration Date: |
| Cardholder’s Name: |
| **Cardholder’s Billing Address** |
| Street: |
| City, State, ZIP: |
| Signature: |

**Please direct completed form and payment (by fax if possible) to:**

Carla McManus, Sales Coordinator ● Fax: 970-923-8212

**E-mail: Carla.mcmanus@westinsnowmass.com ● Phone: (970) 923-8214**