



335 Powell Street
 San Francisco, CA 94102
 Phone: 415-774-0126
 Fax: 415-403-6891

SHIPPING INSTRUCTIONS AND FEES

Hotel does not have storage space for crates, pallets or large shipments. Any materials to be sent to Hotel may arrive no earlier than three (3) days in advance. A handling and storage fee of will be determined by weight with a minimum of \$5.00 per box (weight of less than 10 lbs) and \$100.00 per pallet will be added to your Master Account charges for any materials sent to Hotel. Hotel will not be responsible for any loss or damage to materials sent to Hotel prior to your event date. Outgoing charges will also apply. Schedule of pricing listed below.

Hotel receiving is open from **6am-2pm Monday – Friday**. Any materials sent to the hotel must be marked as follows:

Attn: Jessica Buletti
Westin St. Francis
335 Powell Street
San Francisco, CA 94102
Hold for Arrival – Attention: Guest’s Name, Organization Name, Date of Event
Number of boxes (Example: 1 of 3, 2 of 3, 3 of 3)

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel outside of normal Receiving hours. Failure to make special arrangements may result in deliveries being refused or materials being unavailable when required. The Hotel does not accept liability for equipment, goods, displays or other materials which arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage.

<p>Inbound Package Handling Fees: Envelope/Letter – No Fee Packages 5-10lbs - \$5.00 Packages 11- 25 lbs - \$10.00 Packages 26 - 60lbs. - \$15.00 Packages 61 – 100lbs - \$20.00 Pallet (each) \$100.00</p>	<p>Outbound Package Handling Fees: \$5.00 each box</p>
--	--