

Fax/Mail Order To:
Convention Services
 Fax: 972-450-2979
 13340 Dallas Parkway
 Dallas, TX 75240

THE WESTIN GALLERIA

DALLAS

EXHIBITOR BOX DELIVERY FORM

Name of Event _____
 Booth Number _____
 Set Up Date _____
 Set Up Time _____

Shipping Company _____
 Number of Boxes _____
 Tracking Number(s) _____

Company Name _____
 On-Site Contact _____
 On-Site Cell Number _____
 Company Address _____

Email Address _____
 Phone Number _____
 Fax Number _____

Payment Method: Check (enclosed) MC VISA AMEX DISCOVER
 *Full payment must accompany order

Name on Card _____
 Card Number _____
 Exp. Date _____
 Authorization Signature _____

Box Delivery Prices

√	DESCRIPTION	PRICE
_____	0 to 2 Pounds	\$2.00 each
_____	3 to 10 Pounds	\$5.00 each
_____	11 to 20 Pounds	\$10.00 each
_____	21 to 40 Pounds	\$20.00 each
_____	41 to 60 Pounds	\$40.00 each
_____	61 to 100 Pounds	\$60.00 each
_____	101+ Pounds	\$80.00 each
_____	Crate(s)	\$80.00 each
_____	Pallet(s)	\$100.00 each
	Total:	\$

- * Pricing is inclusive of 8.25% Sales Tax and Labor
- * All packages and shipments must have information on the package label located on page 2.
- * Please number all boxes.
- * PLEASE bring your tracking numbers with you to assist our staff in locating your boxes in our package room or to track any boxes that might not have arrived by exhibit set up time.
- * **All outgoing packages must be packed and clearly labeled prior to shipping.**

HOTEL ADDRESS
 Westin Galleria Dallas
 13340 Dallas Parkway
 Dallas, TX 75240

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DALLAS

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Exhibitor Package Label

Please affix to all items shipped to the hotel

Dates of Meeting/Exhibits

Meeting Name

Exhibiting Company Name

Exhibitor On-Site Contact

Booth Number

Total Number of Boxes

Box _____ of _____

THE WESTIN GALLERIA

DALLAS

PACKAGES AND SHIPPING

All packages and shipments must have information on the package label located on page 2.

PLEASE bring your tracking numbers with you to assist our staff in locating your boxes in our package room or to track any boxes that might not have arrived by exhibit set up time.

Incoming packages will not be accepted any earlier than 72 business hours prior to the start of your meeting. Please number all boxes.

All outgoing packages must be packed and clearly labeled prior to shipping.

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13340 Dallas Parkway
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PRICING

0 – 2 pounds	\$2.00 each
3 – 10 pounds	\$5.00 each
11 – 20 pounds	\$10.00 each
21 – 40 pounds	\$20.00 each
41 – 60 pounds	\$40.00 each
61 – 100 pounds	\$60.00 each
101+ pounds	\$80.00 each
Crate on Wheels	\$80.00 each
Pallet (s)	\$100.00 each