

Westin Shipping Information

1. Shipping Label (below)

- a. Clearly affix this label (fill out completely) to all shipments arriving.
- b. This is what will allow the Westin to easily know what to accept for delivery.
- c. If this label is not clearly visible your shipment may be refused for delivery.

2. Storage in the hotel is **VERY** limited.

- a. Any large equipment shipments, or skid/pallet shipments, that are expected please notify Laura Breuer (Laura.Breuer@westin.com) at the Westin so they may make a plan for delivery date and storage if coming before set up day of September 24, 2018.

3. Are there any size restrictions to what can be delivered to the venue? (freight elevator, door width and heights)

- a. Yes, there is a size restriction.
- b. Truck should be 11 feet tall and 5-ton truck is able to get into both Bay 1 and Bay 2.
- c. Freight Elevator, Door width and height is available below
- d. If the truck is long length wise, it can be parked in the alley and will need to have a lift gate to transfer the shipment to the loading dock.

4. Lift-gate truck required?

- a. Westin Calgary expects the truck to have a tail gate (Lift Gate) in case the truck is not able to get in the bays.

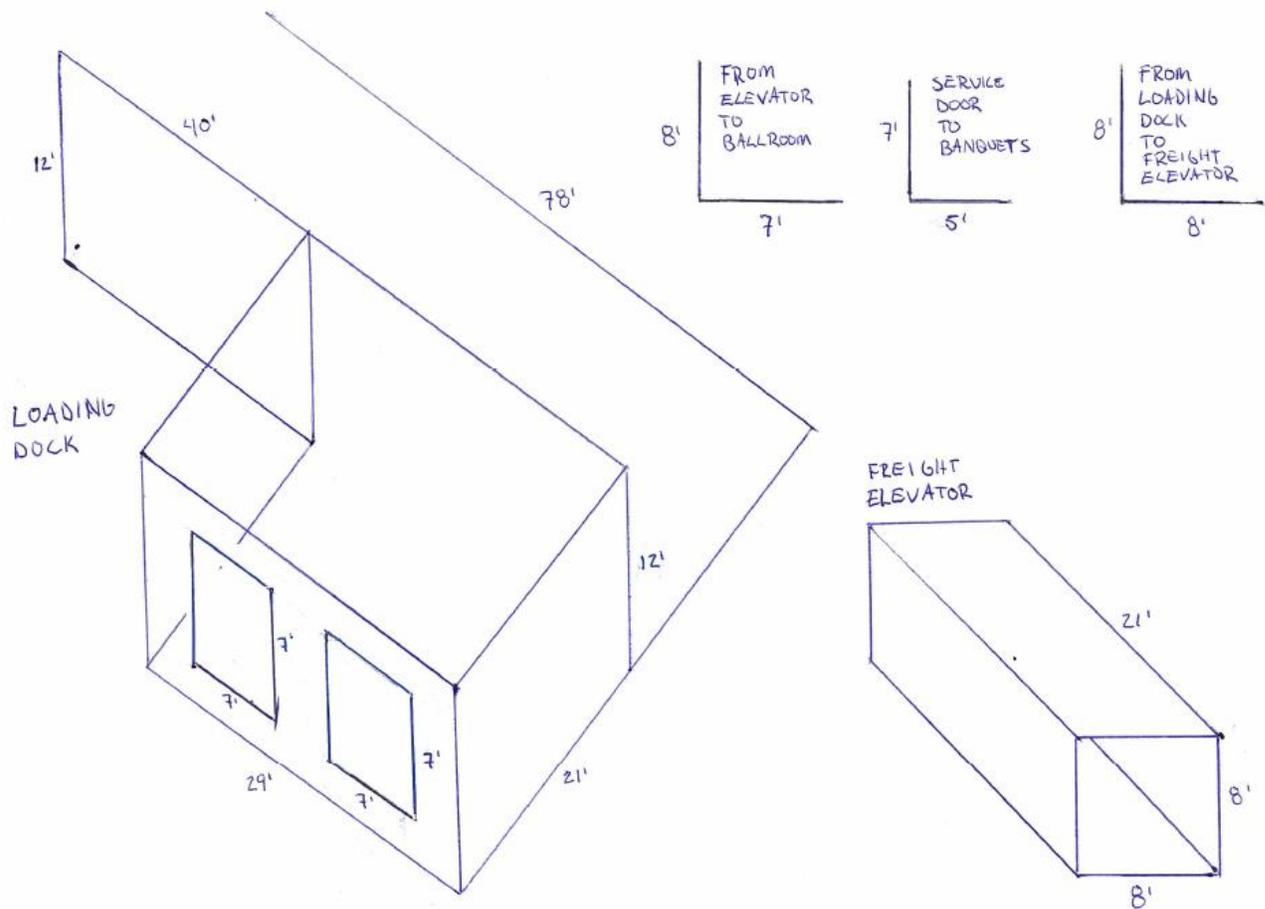
5. Off-loading required? (If yes, is there a pallet jack on site?)

- a. Westin Calgary can provide a manual pallet jack with the pallets if offload required
- b. Westin Calgary does have scissor lift which the client can use if unable to get in the bay
- c. Westin Calgary expects clients to bring their own dollies in case our dollies are in use

6. Special Instructions:

- Westin Calgary requests all deliveries to be after 12pm on day of delivery due to other deliveries in the mornings that will delay your ability to access the loading dock.

Dimensions for Loading Dock



COMPANY NAME

SENDER NAME

RETURN ADDRESS

The Westin Calgary Hotel
320 Fourth Avenue SW
Calgary, AB T2P 2S6

Name of Event: **CACCN Dynamics Conference**

Company Name: ***company/booth name expecting the package on-site***

Booth Number: ***where is this package to be delivered***

On-site Contact: ***address to the person that will be looking for it***

Event Date: **Sept 24-26, 2018**

Event Room Name: **Grand Ballroom**

Event Manager: **Laura Breuer, Event Manager, 403-508-5224**

Box(es) of
(Multiple boxes MUST be numbered)