

Packages: \_\_\_\_\_ of \_\_\_\_\_

**PACKAGE LABEL**

**RECIPIENT (Last Name, First Name):** \_\_\_\_\_

Organization/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

**1601 Bayshore Drive  
Vancouver, BC V6G 2V4**

Recipient's contact number: \_\_\_\_\_

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**DELIVERY DETAILS:**

**Name of Event:**

FoodProWest 2018 - BCFPA

**Date of Event:**

June 21, 2018

**Where is the delivery required?**

Please specify the name of the function room or booth number if known.

Booth

Function Room

Guest Room

Grand Ballroom

**Date Required:**

June 20, 2018

**Time Required:**

5 pm

**Total Weight of Shipment:**  lb.  kg.

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**SENDER (Last Name, First Name):** \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please complete the necessary information legibly and attach onto each one of your packages. (This form can be sent by e-mail.)**

A charge for receiving, processing, storing, coordinating with your event and delivering your package/s will be added to your guestroom account or a master account. A signature is required for packages delivered to Function Rooms, Guestrooms or Exhibit Booths. If the recipient is not available, please review the Signature Waiver statement below.

**Signature Waiver:** Please deliver my package/s to the location specified above, at the time specified above. In the event that there is a shortfall of any kind, I understand that The Westin Bayshore Vancouver will do their best to ascertain the reasons, but agree that The Westin Bayshore Vancouver will not be held responsible for such shortfall.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

**PACKAGE / PARCEL HANDLING**

All packages, parcels, crates and equipment cannot be received by the Hotel more than **48** hours prior to the start of your functions.

All deliveries should include the following information: Name of the Event, date, function room(s) and Hotel contact.

The hotel will not be responsible for loss or damage of any items left in the Hotel. All items left in the Hotel following the last function must be picked up within 24 hours. The Hotel reserves the right to dispose of these packages past this period.

**All incoming and outgoing packages are subject to package handling fees.**

<b>Weight in Pounds</b>	<b>Receipt and Processing</b>
1-5 lbs	\$7.50
6-20 lbs	\$15.00
21-50 lbs	\$25.00
Over 50lbs	\$50.00
Display Cases	\$45.00
Crates	\$75.00
Pallets	\$175 each

There are no storage charges for the first 48 hours prior to an event. If the storage exceeds 2 days, a \$25.00 per package/day and \$100.00 per pallet/day storage fee will be added.

The Hotel will NOT accept any materials, packages, pallets, or crates for tradeshow taking place at the hotel. All exhibitor materials will be handled by the Show Service Company contracted by the Group. Should exhibitor materials be received by the hotel, storage fees shall apply in addition to material handling fees chargeable by the Show Company.