

# THE WESTIN

RANCHO MIRAGE  
GOLF RESORT & SPA

## Shipping & Receiving Exhibitor Form

Regarding the shipping of any equipment or boxes to our resort, they should be addressed as follows:

**ATTN:** (the name of your Event Manager)

**HOLD FOR:** (name of individual receiving package/name of convention)

The Westin Rancho Mirage Golf Resort & Spa  
71333 Dinah Shore Dr. Rancho Mirage, CA 92270

Please complete this form and email it to [shipping@westinranchomirage.com](mailto:shipping@westinranchomirage.com)

Name: \_\_\_\_\_ Date of arrival \_\_\_\_\_

Conference Name \_\_\_\_\_ Booth/Table # \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

Email Address \_\_\_\_\_

(CERTIFI Link will be sent to collect payment method)

### SHIPPING & RECEIVING CHARGES

The Business Center offers shipping services via all major couriers (FedEx & UPS) with weekday pickups at 3 p.m. for express services, and Saturday pickup at noon by request. The resort charges a handling fee for all incoming and outgoing parcels, excluding incoming envelopes. Boxes and other shipping supplies are available in the Business Center. Please call our Shipping & Receiving department direct at (760) 625-4190 regarding your incoming packages.

#### INCOMING HANDLING FEES

Envelope - ea	\$5
1-5 lbs pkg - ea	\$7
6-20 lbs pkg - ea	\$13
21-45 lbs pkg - ea	\$25
46-70 lbs pkg - ea	\$35
71-100 lbs pkg - ea	\$60
101-150 lbs pkg - ea	\$70
151 + lbs pkg - ea	\$85
Golf Bag / Box - ea	\$10
Self-Contained Display Unit - ea	\$60
Pallet / Skid - ea	\$175
Forklift Required / Oversized - ea	\$350
Labor - Per Hour Per Man	\$50

#### OUTGOING HANDLING FEES

Envelope - ea	\$5
Sm Pkg - up to 12" long - ea	\$7
Med Pkg - up to 18" long - ea	\$13
Lg Pkg - up to 24" long - ea	\$25
XL Pkg - over 24" long - ea	\$40
Golf Bag / Box - ea	\$10
Self-Contained Display Unit - ea	\$60
Pallet / Skid - ea	\$175
Forklift Required / Oversized - ea	\$350
Labor - Per Hour Per Man	\$50

#### STORAGE DAILY FEES (Up to 3 days)

4 days or more please inquire at (760) 625-4190

Sm Pkg - up to 24" long - ea	\$7
Lrg Pkg - over 24" long - ea	\$13
Self Contained Display Unit	\$30
Pallets or Large Crates	\$60