

SHIPPING AND STORAGE OF MATERIALS

We cannot guarantee prompt delivery of improperly labeled packages therefore materials being shipped should read:

C/O Westin Chicago Northwest
400 Park Boulevard
Itasca, IL 60143

Shipment pricing is as follows (one time fee):

PACKAGE	RECEIVE & DELIVER
Under 20 lbs	No charge
20-34 lbs.	\$25.00
35-49 lbs.	\$35.00
Over 50 lbs. (up to 1001 lbs)	\$45.00
300 lbs+ and odd sized crates	\$275.00
Pallets	\$125.00
Crates under 150 lbs.	\$150.00
Crates 150-299 lbs.	\$200.00

Due to limited space, any storage needs must be arranged with the Convention / Meeting Services Department in advance. In addition, any Pallet storage beyond 72 hours will incur a storage fee, as described above.

The Group will be responsible for packing, labeling, and shipping of outgoing materials. The Hotel assumes no responsibility for storage or mailing of outgoing materials. Should the Group need assistance with outgoing packages, loading and unloading of freight or any other assistance with packages, the Group is responsible to make arrangements in advance with their Convention Services Manager for hourly labor and other associated fees.

The Hotel will not be responsible for loading and/or unloading of shipments received via freight. Should this occur charges will be assessed to the Group's master account at \$70.00 per hour, per man or at prevailing rates. The Group must make prior arrangements with their designated freight carrier to load and unload all shipments.

POWER REQUIREMENTS

All power requirements must be discussed with your assigned Convention Services Manager prior to your event. This is to ensure that requested needs can be met, in assigned function space for your event. **All power requirements carry a per day fee.** Examples of this fee are: \$35.00 per power strip including power (additional \$5.00 fee if added the day of the event). You may obtain a full price listing through your Convention Services Manager upon request.

AUDIOVISUAL

The Hotel has an agreement for full service, on-site Audio Visual Production with Encore Group (USA) LLC and is confident Encore Group (USA) LLC will provide extraordinary service for your Group's event. Hotel recognizes that Group may instead elect to use a Third-Party Supplier of Encore Group (USA) LLC. Group agrees to inform Hotel of Third-Party Supplier quote and give Encore Group (USA) LLC the opportunity to provide a quote of equal value. If Encore Group (USA) LLC is unable to match the Third-Party quote, Group can then elect to use the Third Party Supplier. Hotel will ensure that such Third-Party Supplier has full copies of Hotel's Audio Visual Service Standards, and Hold Harmless Agreement which must be signed by either Group or its Third-Party Supplier prior to Group's event. All Rigging services need to be coordinated through Encore Group (USA) LLC.

The Westin Chicago Northwest assesses a 25% event technology fee (subject to change) for all audio visuals through Encore (subject to change).