

All incoming packages/items are subject to a receiving/handling/storage charge. This includes receiving items from a carrier, up to a maximum of 3 days of storage of items prior to the event and delivery of items to the proper location within the hotel. Shipments should not arrive more than 3 days prior to set up date. Shipments received sooner than 3 days are subject to additional storage fees. Please find pricing information below. All materials must be addressed as follows:

Multiple packages, within a single shipment, should be sequentially numbered, (i.e. 1 of 2, 2 of 2).

**Exhibitor Name / Booth #**  
**Event Name / Arrival Date**  
**Westin Galleria Hotel**  
**5060 W Alabama St.**  
**Houston, TX 77056**

Package receiving and processing fees are as follows:

Letter	\$5.00
0-10 lbs.	\$7.00
11-20 lbs.	\$12.00
21-40 lbs.	\$20.00
41-60 lbs.	\$35.00
61-100 lbs.	\$80.00
Over 100 lbs.	+\$0.50 per lb. over 100lbs.
Pallet/Crate	\$250.00

**Please reach out to The UPS Store Print & Business Center at the Westin Galleria & Oaks Hotel to set up payment for the receiving/handling/storage charges. They can be reached via email at [staff6730@theupsstore.com](mailto:staff6730@theupsstore.com) or phone at 713-585-4650.**

Best Regards,

The UPS Store Print & Business Center  
Westin Galleria & Westin Oaks Hotel