Shipping and Storage: Hotel does not have storage space for crates, pallets or large shipments. Any materials to be sent to Hotel may arrive no earlier than 2 days in advance. Please refer to the below shipping and storage chart for a specification of storage charges based on weight and date. The mandatory handling and storage fee is retained by the Hotel and is not a tip, gratuity, or service charge for employees providing the handling services. Hotel will not be responsible for any loss or damage to materials set to Hotel prior to 2 days in advance of Customer's arrival date.

Specification	
Overnight letter	Free
Overnight box	Free
0-5 lbs	$ 7.00
6-10 lbs	$ 7.00
11-30 lbs	$ 10.00
31-50 lbs	$ 20.00
51-70 lbs	$ 30.00
71-100 lbs	$ 40.00
100+ lbs	$ 60.00
Envelope	$ 5.00
Special Handling Charge	$ 15.00
Crate	$ 50.00
Skids & Large Ctrates	$ 150.00
Storage rates are based on 48 or less hours	
Storage 48+ hours is additional	$5 per box / day
Outbound package	No charge

Please be sure that all materials sent to the Hotel are marked as follows:

- Hold for arrival
  Name of Client or Host
  Date of Function
  Attention: Banquets
- Complete Return Address
  The Westin Cleveland Downtown
  777 Saint Clair Avenue NE
  Cleveland, Ohio 44114

Each piece received must be labeled with the **guest name and/or meeting name and date of the function or arrival**. If a shipment contains multiple boxes, all boxes should be labeled for example, in following manner; 1 of 3, 2 of 3, etc.

Groups should make arrangements to ship their materials out of the Hotel. The group is responsible for packing, sealing and labeling their own boxes.