



DELIVERIES/PACKAGE HANDLING:

Due to the limited storage space, packages may be delivered to the Hotel three working days prior to the date of the function. Should special arrangements for delivery be necessary, please contact the hotel at least a week in advance of your event. No COD packages will be accepted. The hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the federal Centers for Disease Control and Prevention (CDC). The following information must be included on all packages to ensure proper delivery:

ATTENTION: Maria Arboleda

On-Site Contact Name – [Company/Group Name]

"Name of the Event"

801 N. Glebe Rd.

Arlington VA 22203

The customer is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits or any other items to and from the Hotel. Reach out to Event Manager: Nicole Feldman at marboleda@westin-arlington.com for your package(s) arrangements.

Incoming Packages are handled as follows:

- * Pallets/crate: \$175.00 per package (in/out)**
- * Case (on wheels): \$100.00 per package (in/out)**
- * Boxes: \$10.00 per package (in/out)**