

# Packages and Shipping

- All packages and shipments must have information on the package label located on page 2.
- PLEASE bring your tracking numbers with you to assist our staff in locating your boxes in our package room or to track any boxes that might not have arrived by exhibit set up time.
- Incoming packages will not be accepted any earlier than 72 business hours prior to the start of your meeting.
- Please number all boxes.
- All outgoing packages must be packed and clearly labeled prior to shipping.

**HOTEL ADDRESS**

Westin Galleria Dallas  
13340 Dallas Parkway  
Dallas, TX 75240

**Contact Stacie Escobar [Stacie.Escobar@westin.com](mailto:Stacie.Escobar@westin.com) to receive a credit card authorization link**

**PRICING**

0 – 2 pounds	\$2.00 each
3 – 10 pounds	\$5.00 each
11 – 20 pounds	\$10.00 each
21 – 40 pounds	\$20.00 each
41 – 60 pounds	\$40.00 each
61 – 100 pounds	\$60.00 each
101+ pounds	\$80.00 each
Crate on Wheels	\$80.00 each
Pallet (s)	\$100.00 each

**\*\*Details below MUST be included on ALL boxes to ensure they can be located\*\***

# EXHIBITOR Package Label

Dates of Meeting	
Meeting Name	
Company Name	
Booth #	
On-Site Contact	
Hotel Service Contact	
Total # of Boxes	

Box \_\_\_\_\_ of \_\_\_\_\_