

Package Handling / Shipping and Receiving Instructions

The hotel is pleased to accept and store all boxed and shipments required for scheduled meetings/programs. All boxes must be labeled with:

Alison Nishiiwa
Catering & Conference Services Manager
The Westin San Francisco Airport
One Old Bayshore Highway
Millbrae, CA 94030

Attn: Group Name
Contact Name
Date of Program

Shipping Method:

- All packages are to be delivered to the loading dock and will be stored in the Business Center located on the lower lobby level.

Handling Fees:

- Inbound Packages:

Standard Range of pounds	Minimum fee to be applied to all incoming packages
0 to 5 lbs.	\$5.00 each
6 to 20 lbs.	\$10.00 each
21 to 50 lbs.	\$15.00 each
Over 50 lbs.	\$25.00 each
Crates	\$50.00 each
Pallets	\$75.00 each

- Outbound Packages:

Individual Boxes	\$5.00 each
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