



VENDOR SHIPPING INSTRUCTIONS

Company Name: [Your Company Name]

Address: [Your Address]

Contact Person: [Name of person]

Phone: [Phone Number]

Email: [Email Address]

Booth Information: To be provided to hotel by Cleveland Clinic Group Contact

1. Shipping Address

All goods must be shipped to the following location:

Ship To:

The Westin Beach Resort / Loading Dock on Seville St.

321 North Ft. Lauderdale Beach Blvd

Fort Lauderdale, FL, 33304

Contact Name & Phone Number

2. Loading Dock Delivery / Package Request Hours

Delivery 8:00 AM – 8:00 PM

Package Request 7:00 AM – 11:00 PM

- The request of any packages received at the hotel can be made with your Business Center Clerk (Ph. 817-647-6792), Meeting Concierge, or Front desk staff.

• (Note: if you are not a registered guest of the hotel, delivery will be made after a method of payment is received.)

3. Packaging Requirements

- All items must be securely packaged to prevent damage in transit.
- Each carton/pallet must be clearly labeled with:
 - Vendor Name / Contact Person / Booth Information
- Fragile items must be clearly marked with “FRAGILE” stickers.
- Perishable items must be clearly marked with “PERISHABLES” stickers.

4. Bill of Lading (BOL)

A Bill of Lading must accompany all shipments and include:

- Shipper and Consignee Details
- Total Number of Cases / Cartons / Pallets
- Carrier Information

Bill of Lading is required for Outgoing. 3 copies are needed per shipment

5. Shipping Method

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the Westin Fort Lauderdale Beach Resort Business Center. FedEx Express shipping supplies and airbill forms are also available and are complimentary. Outbound packages being picked up by a third party courier should be coordinated in advance with a Westin Fort Lauderdale Beach Office team member. Outbound Handling Fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

6. Package Handling Fees

Package handling fees may be charged to a guest room, master account, FedEx account, or billed to a credit card. Fees are applied on a per item basis

. WEIGHT CLASS	INBOUND RECEIVING FEE	INBOUND DELIVERY FEE	OUTBOUND DROP OFF HANDLING FEE	OUTBOUND PICKUP HANDLING FEE
0.0 – 1.0LBS	\$0.00	\$5.00	\$0.00	\$5.00
1.1 – 10.0LBS	\$11.00	\$16.50	\$11.00	\$16.00
10.1 – 20.0LBS	\$16.50	\$22.00	\$16.50	\$22.00
20.1 – 30.0LBS	\$22.00	\$33.00	\$22.00	\$33.00
30.1 – 40.0LBS	\$27.50	\$44.40	\$27.50	\$44.40
40.1 – 50.0LBS	\$27.50	\$55.50	\$27.50	\$55.50
50.1 – 60.0LBS	\$27.50	\$55.50	\$27.50	\$55.50
60.1 & OVER	\$27.50	\$77.00	\$27.50	\$77.00
CASES, CRATES & PALLETS*	\$165	\$165	\$165	\$165

7. Non-Compliance

Failure to comply with these shipping instructions may result in:

- Refusal of shipment
- Delays in delivery
- Chargebacks for additional handling or re-labeling

For more information please contact the Business Center at

Ph. 817-647-6792

ShippingServices@WestinFTLauderdaleBeach.com