

SHIPPING AND STORAGE OF EXHIBIT MATERIALS

We cannot guarantee prompt delivery of improperly labeled packages, therefore materials being shipped should read:

International Studies Schools Association 2009 Conference

(Guest Name and Booth #)

C/O Westin Tampa Harbour Island Hotel

725 South Harbour Island Boulevard

Tampa, Florida 33602

A handling fee will be added to your overnight room account, for any loading or unloading of packages. This fee will be charged for incoming shipments, which fall into the following weight categories. In addition, a 25% service charge will be added to the actual shipping cost of any package which the hotel ships for a guest.

AMOUNT	COST	ITEM
10 boxes or 100 lbs.	No Charge	
11-25 Boxes	\$ 3.00	Per / Box
26-50 Boxes	\$ 2.50	Per / Box
51 and Above	\$ 2.00	Per / Box
Pallet	\$ 75.00	Each
OVERSIZED PACKAGES		
100-200 Lbs.	\$ 50.00	Each
201 Lbs. – Over	\$ 75.00	Each

Due to limited space, any storage needs must be arranged with the Convention / Meeting Services Department in advance. In addition, any pallet storage beyond 3 business days will consist of a storage fee of \$ 50.00 per day.

The guest (exhibitor) will be responsible for packing, labeling, and shipping outgoing materials. The Westin Tampa Harbour Island Hotel assumes no responsibility for storage or mailing of outgoing materials.

Westin Tampa Harbour Island Hotel

725 South Harbour Island Blvd.

Tampa, FL 33602

Ph. (813) 229-5000 Fax (813) 229-5022

bgiordano@columbiasussex.com

www.westin.com/tampaharbourisland