



Loading Dock and Package Shipping Information The Westin St. Francis

Due to the physical restrictions of Hotel loading dock, 12' vertical height, loading and unloading of freight will need to be coordinated no later than 90 days prior. As most exhibit freight will not unload at the dock, the truck is required to have a lift gate and pallet jack on board. Alternative loading area is available on the street but must be arranged prior to the group's arrival. The hotel does not have rights to the curb thus it is the group's responsibility to obtain a permit through the City of San Francisco.

Local Teamsters Union is responsible for driving of trucks, unloading of trucks and delivery of all drayage and equipment to exhibit hall of all trucks that are 24' or longer. Trucks with audio-visual equipment must be unloaded and loaded by teamsters or the stagehands union, Local #16 and Local #85.

Local #85 is responsible for set-up of the exhibit hall.

Individual Exhibitors may only bring into the ballroom what they can carry in one (1) load and set-up within 30 minutes with no tools. Exhibitors will not be allowed to use hotel equipment to move their materials into the ballroom. All exhibits that do not meet these criteria must be set-up by the stagehands/decorators unions.

Hotel employees may not deliver/pickup any freight or packages into/from exhibit area. Exhibitor Packages sent directly to hotel and not through the proper drayage company will be held in Package Express. Payment must be established for the handling fees before packages can be moved out of Package Express. This can be done by visiting the Business Center, located on the Mezzanine level of the hotel. Any shipments out of the hotel must have the same process in place prior to any pickup from hotel staff. Once this has been completed, we will be happy to move exhibitor packages based on the parameters set in place by the exhibit/drayage company.

Exhibit electrical contractor hired by the Exposition/Drayage company must be approved by SWANK Audio Visuals and be a member of the Local Electrical Union.

All hanging from the ceiling in the exhibit area must be arranged in advance through SWANK.

Security services must be arranged for exhibit space on first day of load in through load out.

SHIPPING OF MATERIALS – NON EXHIBITS

If you will be shipping conference materials to the hotel for this event, please label each package as follows:

The Westin St. Francis
335 Powell St.
San Francisco, CA 94102
For: Name of Event
CONFERENCE MATERIALS/Number of Boxes (Example: Box 1 of 2)
Attn.: Meeting Planner Name

Box delivery fees will be charged for any incoming/outgoing package:
Envelopes/Letters: No Fee



Packages 5-10lbs: \$5.00

Packages 11-25lbs: \$10.00

Packages 26-60lbs: \$15.00

Packages 61-100lbs: \$20.00

Pallet (each); \$100.00

Outgoing shipments: \$5.00 per box

Crates: additional \$200.00 per crate over 400lbs. – please arrange in advance with the hotel.

Exhibit Freight: Not handled by hotel

- a. Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel outside of normal Receiving hours. Failure to make special arrangements may result in deliveries being refused or materials being unavailable when required.
- b. Vertical Height restrictions on loading dock prohibit use of delivery truck larger than a bobtail truck for deliveries. All other deliveries are available at street level with truck requiring a lift gate and pallet jack.
- c. The Hotel does not accept liability for equipment, goods, displays or other materials which arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage.

The hotel has very limited storage space, so we ask that materials be shipped to arrive 3 business days prior to the official start date of your conference. Packages received prior to 3 days will be assessed a storage fee bases on total weight as rates listed above.