

**VIEWLINE RESORT SNOWMASS EVENT CENTER**

**GROUP/EXHIBITOR SHIPPING FORM**

**Shipping Address:**

VIEWLINE RESORT SNOWMASS & WILDWOOD HOTEL SNOWMASS COMPLEX

CO: **TBD** – (& Shippers Name & Name of Group, preferably written on 2 sides of the box.)

100 Fall Lane, Snowmass Village, CO 81615

**EVENT NAME:**

**EVENT DATE:**

CUSTOMER INFORMATION	
Company Name:	
Ordered By:	
Email:	
Telephone:	
Fax:	
Mailing Address	
Address (street):	
City, State, ZIP:	

Please be advised the US Postal Service and DHL do not deliver to Snowmass Village.

CUSTOMER CHARGES			
Item Weight	Unit Price/Rate	# Units	Amount Due
Less than 10 pounds	\$10.00		
Between 10–20 pounds	\$15.00		
Between 20–50 pounds and 40"x40"x40"	\$20.00		
Between 51–100 pounds	\$25.00		
Please note that the resort does not provide full service drayage. For large boxes or heavy equipment, special arrangements will need to be made by you with your carrier. No forklift is available on property.			
Crates	\$75.00		
Palettes	\$150.00		
Over 100 pounds: <i>Please contact shipping coordinator (see below) to confirm details and charges.</i>			TBD
<b>Subtotal</b>			
Tax	10.4%	N/A	
<b>Subtotal</b>			
Service Charge	25%	N/A	
<b>Total Charges, Balance Due</b>			

STORAGE
Hotel will charge storage fees for each box/package/pallet that is delivered to Hotel more than two (2) business days before the start of Group's Event, and for each box/package/pallet that is stored for more than three (3) days. The storage fee is \$7.50 per day per box/package. The storage fee is \$100 per day per pallet.

EXHIBITORS
All Exhibit Information Forms must be returned to the Hotel's Conference Services department by, e-mail at least (14) fourteen days prior to Group's arrival date.

PAYMENT METHOD
Full payment is due in advance of arrival, unless otherwise arranged. If onsite payment is requested, please contact us to confirm this arrangement. (See contact information at bottom of form.)
<input type="checkbox"/> Check — Payable to The Westin Snowmass Resort. Mail to address shown below.
<input type="checkbox"/> Credit Card (check one): <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
If paying by Credit Card, we will send an online secure Credit Card Authorization form.

**Please direct completed form to email – [TBD@viewlineresortsnowmass.com](mailto:TBD@viewlineresortsnowmass.com)  
**TBD • Event Planning Manager****