



# Westin New York at Times Square Shipping Instructions

## PREPARING YOUR SHIPMENT

- All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays.
- Please schedule your shipment(s) to arrive **three days prior** to the event start date to avoid additional storage fees.
- Use the name of the recipient who will be on-site. **Please do not address shipments using your event manager's name.**

### On-Site Contact Name:

c/o FedEx Office at Westin New York at Times Square  
270 West 43rd St  
New York, NY, 10036

### Event Name:

Box \_\_\_\_ of \_\_\_\_

### FedEx Office Business Center

Westin New York at Times Square  
270 West 43rd St  
New York, NY 10036  
Phone: 212.302.9038  
Fax: 212.302.9252  
Email: usa5655@fedex.com

### Operating Hours

Mon – Fri: 9:00am - 5:00pm  
Saturday: Closed  
Sunday: Closed

## ON-SITE PACKAGE DELIVERY TO MEETING ROOM

- Please email all tracking numbers to your event manager and copy the FedEx office: [usa5655@fedex.com](mailto:usa5655@fedex.com). Specify the event name, date, and time that the packages should be delivered to the meeting room.
- If tracking numbers are not provided in advance, the delivery to meeting space may be delayed.
- Package handling and storage fees will be charged to the master account unless otherwise noted. Please advise your event manager if the packages are not approved to the master account.**
- Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed additional fees noted below.
- Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

## PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Envelopes up to 1.0 lb.	\$2.00	\$10.00
0.0 – 1.0 lb.	\$2.00	\$10.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$25.00
20.1 – 30.0 lbs.	\$20.00	\$35.00
30.1 – 40.0 lbs.	\$25.00	\$55.00
40.1 – 50.0 lbs.	\$25.00	\$55.00
50.1 – 60.0 lbs.	\$35.00	\$55.00
60.1 – 150.0 lbs.	\$35.00	\$70.00
Pallets & Crates*		\$250.00 or \$0.75/lb. > 333 lbs.

Package weights will be rounded up to the nearest pound.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Envelopes up to 1.0 lb.	No Charge
0.0 – 10.0 lbs.	\$5.00
10.1 – 30.0 lbs.	\$10.00
30.1 – 60.0 lbs.	\$15.00
60.1 – 150.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee.

## ADDITIONAL SERVICES

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

## UPON YOUR DEPARTURE

- All outbound packages must have a completed FedEx carrier airbill affixed to each package.
- FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.