

Venue Contact Information

Venue Contact

Maria Cadengo
713.960.6509
Maria.cadengo@westin.com

AV Contact

Darius Guice
281-804-4672
Darius.Guice@avms.com

Shipping Instructions

Incoming Packages

All incoming packages/items are subject to a receiving/handling/storage charge. This includes receiving items from a carrier, up to a maximum of 3 days of storage of items prior to the event and delivery of items to the proper location within the hotel. **Shipments should not arrive more than 3 days prior to set up date.** Shipments received sooner than 3 days are subject to additional storage fees. Please find pricing information below. All materials must be addressed as follows:

Westin Galleria Hotel: Exhibitor Name / Booth # Event Name / Arrival Date Westin Galleria / Event Manager
5060 W Alabama St. Houston, TX 77056 LABEL ALL PACKAGES: HOLD FOR FUTURECON
Multiple packages, within a single shipment, should be sequentially numbered, (i.e. 1 of 2, 2 of 2).

Package receiving and processing fees are as follows:

Letter \$5.00
0-10 lbs. \$9.00
11-20 lbs. \$14.00
21-40 lbs. \$22.00
41-60 lbs. \$38.00
61-100 lbs. \$55.00
Over 100 lbs.: \$100.00
Pallet/Crate \$135.00/\$270.00

Fees do not include applicable state sales tax, currently 8.25%.

Please reach out to your Event Manager or contact 713-770-6267 to set up payment for the receiving/handling/storage charge.

Outgoing Packages

Fill out vendor form, package, seal, label and make pickup arrangements and staff will pick up and take to security for shipping out.

Room Block

Glentricia Williams 713.585.4673 Glentricia.Williams@Westin.com.

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Parking

Complimentary self parking / Valet \$28 / Overnight \$49 / Oversized vehicle \$36