

Packages: _____ of _____

PACKAGE LABEL:

Recipient's Name* (Last Name, First Name)

Recipient's Phone Number:

Recipient's Email Number:

**Person who will be asking for the package.*

DELIVERY DETAILS:

Name of Event: FutureCon Events Conference

Date of Event: July 8 & 9th, 2026

Hotel Catering Manager (if known): Emily Burgess

Where is the delivery required?

*Please specify the name of your company and your number booth if known.

• Booth Name: _____

Booth #: _____

SHIP TO ADDRESS:

The Westin Bayshore, Vancouver
1601 Bayshore Drive
Vancouver, BC
Canada
V6G 2V4
1-604-682-3377

Please complete the necessary information legibly and attach onto each one of your packages.
(This form can be sent by e-mail.)

A charge for receiving, processing, storing, coordinating with your event and delivering your package/s will be added to your guestroom account or a master account. A signature is required for packages delivered to Function Rooms, Guestrooms or Exhibit Booths. If the recipient is not available, please review the Signature Waiver statement below.

Signature Waiver: Please deliver my package/s to the location specified above, at the time specified above. In the event that there is a shortfall of any kind, I understand that The Westin Bayshore Vancouver will do their best to ascertain the reasons, but I agree that The Westin Bayshore Vancouver will not be held responsible for such shortfall.

SIGNATURE

NAME

DATE

PACKAGE / PARCEL HANDLING

The Westin Bayshore, Vancouver will not be responsible for loss or damage of any items left in/at the hotel. All items left in the hotel following the last function must be picked up within 48 hours. The hotel reserves the right to dispose of these packages past this period.

All incoming and outgoing packages are subject to package handling fees.

Weight in Pounds	Receipt and Processing
1-5 lbs	\$10.00
6-20 lbs	\$15.00
21-50 lbs	\$25.00
Over 50lbs	\$50.00
Display Cases	\$50.00 / each
Crates	\$100.00 / each
Pallets	\$250.00 / each

Should you have any questions regarding your shipment please call 604-841-8315 or email jose.teixeira@westin.com.