

## Shipping Instructions for The Westin Richmond

Shipping Address:  
THE WESTIN RICHMOND  
6631 West Broad Street  
Richmond, VA 23230

- The name of the conference and/or vendor must be somewhere on the box/label.
- We ask that items do not get shipped to hotel until 3 business days prior to the event date as we have limited storage.
- We **do not** have a loading dock
- We **cannot** receive pallets

### Shipping Out:

- All items that are shipped out must have pre-paid labels and are called in for a pickup.