

## Association of Academic Radiology

### Exhibitor Package Handling

The entire staff at The Westin Bonaventure Hotel and Suites is excited and looks forward to welcoming the arrival of the AAR on March 9 – 15, 2025 and contributing to a successful program.

You have been provided with an Exhibitor Order Form for any power, Wi-Fi, or other Audio Visual needs you have for your Exhibit booth. Please review and complete the attached form and email directly to [omar.vargas@westinbonaventure.com](mailto:omar.vargas@westinbonaventure.com). The Hotel requires a prepayment on all Audio Visual and package handling charges.

As the conference draws near we wanted to remind you of our hotel package handling and shipping policy.

The Hotel will accept and store all boxes and shipments required for scheduled meetings/programs. Shipments must be scheduled to arrive no more than 3 days prior to the conference as the Hotel has very limited storage space. Shipments arriving more than 3 days prior will be refused. Incoming exhibit materials should be sent to the attention of the Conference Manager, and have the name of your exhibit decorator. Exhibitors and any suppliers you have contracted to have shipments sent to the hotel should also be advised of the package handling policy.

The package handling fees are based on pounds and will include storage.

Our Banquet Staff is responsible for moving your boxes to the Meeting Rooms. **Please note that the Bellmen do not move boxes to the Meeting Rooms. If Bellmen are requested to move boxes or packages, an additional cost will be incurred.** Please let us know when you will need the boxes moved so we can schedule our Banquet Staff appropriately. Should you require dedicated Banquet Housemen to assist you in moving, opening and organizing your boxes, we can schedule this for a flat labor fee. Please let us know in advance the date and time you would like this scheduled.

The Receiving Department is open from 6:00 am to 3:30 pm, Monday through Friday and from 6:00 am to 2:00 pm on Saturday. Please arrange in advance any shipping needs with the Hotel. The carrier should be advised that maximum clearance for the receiving dock is 12' 9".

When sending materials to the Hotel prior to the meeting, please use the following address. Multiple packages within a single shipment should be numbered in sequence. (i.e., 1 of 3, 2 of 3, 3 of 3). Send shipping information in writing to your Convention Service Representatives. Be specific regarding the number of boxes shipped, point of origin, how they were shipped, when they are to arrive, when they should be delivered once they arrive and where.

**All packages being shipped should be labeled accordingly:**

c/o Omar Vargas – Convention Services Manager  
(Exhibitor/ Decorator Name)  
(Company Name - Exhibitor)

AAR

The Westin Bonaventure Hotel and Suites  
404 South Figueroa St.  
Los Angeles, California 90071



After your event, any boxes to be shipped out of the hotel must be properly packaged and labeled with a return label. All outbound shipments are handled through FedEx or UPS, and priced accordingly. Outbound shipping charges will be applied to your account with the respective companies.

The hotel is not responsible for packing or for supplying any packing materials. Any materials left behind without shipping instructions will be discarded three business days after your departure date.

**PACKAGE HANDLING FEES**

Box or parcel – 0 to 5 lbs.	\$ 6.00 each
Box or parcel – 6 to 20 lbs.	\$11.00each
Box or parcel – 21 to 50 lbs	\$16.00 each
Box or parcel – over 50 lbs.	\$26.00 each
Crates	\$50.00 each
Pallet	\$100.00 each
Outbound Packages	FedEx Pricing

I look forward to working with you in coordinating a successful and memorable event.

Sincerely,

**Omar Vargas**

Convention Services Manager

[omar.vargas@westinbonaventure.com](mailto:omar.vargas@westinbonaventure.com)