

The Westin Columbus

Policies and Guidelines for Vendors

We are pleased that you have chosen the Westin Columbus to host your event. In an effort to make your day everything you expected, we have prepared the following information to share with your vendors to answer some of the questions that they may have about getting your event set up seamlessly.

The week prior to your event, the Conference Service Manager or Event Manager will contact the vendors to confirm arrival and set up times.

All Vendors are required to have a Certificate of Liability on file with the hotel no later than one week prior to the event.

Facility Information

Loading and Unloading

Drop off and unloading is to take place at the Westin Main St entrance only. Vehicles will not be permitted to pull into the hotel's valet area.

**Please note that there are four stairs at this entrance leading to the lobby. If needed, vendors are welcome to schedule a site visit to view the loading and unloading areas prior to the event.

The Service Elevator is located off the lobby for use by our Vendors that leads to the 2nd floor and Ballroom area. All vendors are required to use this elevator for loading and unloading equipment. Dimensions: 78" wide, 56" deep front to back and 88" high. The doors are 42" wide.

The Westin Columbus does not have equipment, such as carts, for unloading or loading.

Any items that may be obtained from the property for service will incur a charge and advanced notice is preferred. (I.e. Extension cords, alternative power sources, etc.)

Parking

Once the Vendor has completed their unloading or loading, their vehicles must be removed from the Main St. entrance. No vehicles can remain in the loading zone.

Vendor parking is not complimentary. If you need assistance on where to park, please feel free to contact the Hotel or speak to a member of our LAZ parking team.

Rental Items

All deliveries must be arranged prior to the event day.

Any rental equipment obtained from an outside rental equipment vendor must be delivered and removed on the day of the event unless other arrangements have been approved.

Any rental items that are required for Westin to use during set up (table linens, flatware, etc.) must be delivered to the hotel 24 hours prior to event.

Noise Limits

Amplified music must be kept at a reasonable level. Volume control will be at the discretion of The Westin Columbus. All music must conclude by 12:00 am.