

EXHIBITORS:

- ❖ Exhibitors should ship wooden crates to the designated Drayage Company who will deliver them to the booth.
- ❖ Please be advised the Hotel package Room will not accept or store crates.
- ❖ The Package Room Management reserves the right to NOT accept boxes which are damaged during shipping, unsafe, or too large.

**PACKAGE ROOM
SHIPPING & RECEIVING
PROCESSING FEES**

BOXES UP TO 15 lbs.	\$4
BOXES 16 TO 30 lbs.	\$6
BOXES 31 TO 50 lbs.	\$12
BOXES 51 TO 75 lbs.	\$18
BOXES 76 TO 99 lbs.	\$25
BOXES 100 lbs. PLUS (plus \$0.20 per pound over 100 lbs.)	\$25
DISPLAY CASES	\$35
ALL PALLETS	additional \$60 (per pallet)

**STORAGE FEES BASED ON
QUANTITY AND SIZE OF PARCEL**



PACKAGE ROOM

**1335 Avenue of The Americas
New York, New York 10019
(212) 586-7000 Ext. 5284**

LOCATED ON THE 2ND FLOOR



Allow us to provide shipping and receiving for Domestic and International destinations.

PACKAGE ROOM GENERAL INFORMATION

Please contact the Hotel Package Room for information on shipping items via UPS, FedEx, Etc. We provide pick-up and transfer of materials to any internal areas of the hotel.

In addition, the Business Center services include: Packaging, Boxing, Taping, and securing your items for shipment.

Our pricing is listed within this brochure. You may direct your charges to your Master Bill, Guest Bill, Major Credit Card, or Cash.

The Package Room is located on the 2nd Floor inside the Business Center.

HOURS OF OPERATION

Monday to Saturday 7AM – 8PM

Sunday 8AM – 6PM

Hours may vary depending on Hotel Convention Business.



SHIPPING

Have boxes from all sources uniformly addressed. Suggested format:

Name (of person who will be on-site)
Company Name
C/O Hilton New York
1335 Avenue of the Americas
New York, New York 10019
ATTN: Package Room
Hold for guest arrival
Delivery destination & date

SHIPPING TIPS

- ❖ **Exhibitors** –See exhibitor section.
- ❖ Parcels are accepted 3 days prior to arrival.
- ❖ Number each box and know it's contents. This helps when a specific box needs to be located immediately. (i.e. 1 of 2; 2 of 2)
- ❖ If there is more than one on-site location, label the boxes with their specific delivery location and time.
- ❖ Provide written advance notice to the Meetings & Conventions or Catering Manager. Be specific with regard to:
 - The # of boxes shipped.
 - Where they were shipped from.
 - When they will arrive.
 - Where the boxes should be delivered upon arrival.
 - The size, weight, and relative condition of the boxes.
 - Any other information that will assist the Package Room to facilitate delivery in-house.