

Shipping and Handling: Following is an outline of the specific details of our Package Handling Procedures. These details itemize the standard services of receiving, storing, handling and shipping packages.

Shipment handling charges will apply as follows:

<u>Incoming/Outgoing Parcels</u>	<u>Handling & Processing Fee</u>
0-5 lbs	\$5 per parcel
Parcels 6 lbs – 20 lbs	\$10 per parcel
Parcels 21 lbs – 50 lbs	\$15 per parcel
Parcels over 50 lbs (after the 9 th parcel, the pallet rate then applies)	\$25 per parcel
<u>Incoming/Outgoing Display Cases</u>	
Display box, poster, large tube, or oversized box	\$20 per case
Display Case (each)	\$30 per case
<u>Incoming/Outgoing Crates</u>	
Crates under 150 lbs	\$50 per crate
Crates over 150 lbs	\$150 per crate
<u>Incoming/Outgoing Pallets</u>	
	\$50 per pallet
<u>Storage Charges</u> (apply after the third day)	
0-50 lbs	\$5 per parcel per day
Over 50 lbs	\$7 per parcel per day
Crates	\$10 per parcel per day
Pallets	\$15 per parcel per day

Man Hours

There is a \$30/hour or any portion of an hour / per man charge when shipping and receiving staff is involved in the unloading/loading, breakdown/set up/packaging of parcels/convention/exhibit materials in addition to above charges.

DELIVERIES: Any materials being sent to the hotel must be marked as follows:

1. Hold for Guest Arrival
Attn: (Guest's Name)
Name of the Convention/Program
Arrival Date: mm/dd/yyyy
Name of Hotel Service Manager

**2. Notate Complete
Return Address**

3. Address of Hotel:
Hilton Fort Lauderdale Marina
1881 SE 17th Street Causeway
Fort Lauderdale, FL 33316