



CONFERENCE SHIPPING AND RECEIVING HILTON ORANGE COUNTY/COSTA MESA HOTEL POLICY

The Hotel is not responsible for any arrangements or expenses associated with the shipping of materials, merchandise, exhibits or any other items to and from the Hotel. The Hotel must be notified (3) days in advance, and any consignments shipped to the Hotel should include the following information on the package: "Attention: (onsite contact to collect package), along with the organization / conference name and arrival date." Materials will only be received 3 days prior to the event date. The handling fee will cover the following services:

- A. Receiving shipments
- B. Secured storage
- C. Distribution of meeting materials to and from meeting room locations.
- D. Repackaging and shipping (freight charges not included)

Handling fees will be charged to the Master Account as follows:

- 0lbs – 5lbs \$5 per box
- 6lbs – 20lbs \$10 per box
- 21lbs – 50lbs \$15 per box
- Over 50lbs \$25 per box

- *Crates/Display cases:* \$25 per crate/case
- *Pallets:* \$75 per pallet
- *Pallet Storage:* Shipped more than 3 days prior to conference, additional \$25 per day

The Hotel will not accept C.O.D. shipments and all arrangements with regard to shipping must be prepaid or billed to the Group Master Account. All shipments must be routed directly to the hotel.