



Shipping Guidelines

SHIPPING AND RECEIVING

All shipments received within three (3) days or 72 hours of function dates will be charged receiving and handling fee as follows:

| | |
|-----------------------|--------------|
| Pallets | \$50.00 each |
| Crates | \$50.00 each |
| Exhibit Cases | \$10.00 each |
| Tube and Poster Cases | \$5.00 each |
| Boxes (40lbs and up) | \$10.00 each |
| Boxes (Under 40lbs) | \$5.00 each |

STORAGE

All packages received more than three (3) days or 72 hours prior to function days will be charged a daily storage fee in addition to the standard receiving and handling fee.

| | |
|-----------------------|-----------------|
| Pallets | \$50.00 per day |
| Crates | \$50.00 per day |
| Exhibit Cases | \$10.00 per day |
| Tube and Poster Cases | \$5.00 per day |
| Boxes (40lbs and up) | \$10.00 per day |
| Boxes (Under 40lbs) | \$5.00 per day |

EXAMPLE: If a pallet is received four (4) days prior to the function date, you will be charged as follow:

\$50.00 receiving/handling
\$50.00 1 day for additional storage
\$100.00

All shipments delivered to the Hilton Concord Hotel MUST use the attached shipping label. Please make copies and place on ALL boxes prior to shipping.

OUTBOUND SHIPPING

The client is responsible for packing the box, affixing the appropriate shipping labels and account information. Client must arrange pickup directly through their shipping provider. After 48hrs boxes not picked up will incur a daily storage fee. (Listed above)

(Hilton Concord is not responsible for lost, damaged or abandoned boxes)