

Hilton San Francisco Union Square Package Express

MATERIAL RECEIVING, SHIPPING, AND HANDLING

The Hilton San Francisco Package Express provides services for receiving, handling, and delivering materials to visiting guests.

Should you wish to ship materials directly to the Hotel, please note the following procedures and corresponding rates:

- Heavyweight materials and large crates are not accepted.
- The Hotel does not accept Exhibit Hall freight or COD shipments.
- Package Express does not store empty boxes or containers.
- **Materials should be shipped to be received no earlier than 3 days prior to the guest's arrival date.**

Please see separate document for current package receiving and movement pricing.

Packages should be addressed to:

Attn: **Guest's Name or Person Retrieving Parcel**

Arrival Date if Hotel Guest
Hilton San Francisco Union Square
333 O'Farrell Street
San Francisco, CA 94102

- Name of Event or Conference
- Room Location if known
- Number of Boxes (e.g., 1 of 10)

Shipping Charges:

- Prevailing retail rates apply based on weight and destination
- FedEx and UPS have regular pick-ups each weekday at 3:30PM



PACKAGE EXPRESS RECEIVING AND MOVEMENT CHARGES



Date: _____ Check #: _____ Package Express Staff: _____

Guest/ Company/ Exhibitor Name: _____ Booth Number: _____

LETTERS

Receiving Only: \$5.00 per piece x _____ # of pieces = \$ _____ Total

Receiving & Delivery: \$10.00 per piece x _____ # of pieces = \$ _____ Total

BOXES (up to 24" x 18" x 18")

Receiving Only: \$10.00 per piece x _____ # of pieces = \$ _____ Total

Receiving & Delivery: \$20.00 per piece x _____ # of pieces = \$ _____ Total

OVERSIZED BOXES AND FIBER CASES

Receiving Only: \$40.00 per piece x _____ # of pieces = \$ _____ Total

Receiving & Delivery: \$60.00 per piece x _____ # of pieces = \$ _____ Total

CRATE/ CASE/ PALLET

Receiving Only: \$300.00 per piece x _____ # of pieces = \$ _____ Total

Receiving & Delivery: \$350.00 per piece x _____ # of pieces = \$ _____ Total

Build and Shrink
Wrap Pallet: \$100.00 per pallet x _____ # of pieces = \$ _____ Total

Package Packing
Assistance: \$20.00 per piece x _____ # of pieces = \$ _____ Total

Miscellaneous Items: _____

Moved From: _____ Moved To: _____

TOTAL ALL CHARGES:

TOTAL CHARGES: _____ Charge Guest Room _____ Master Account _____

Charge Credit Card Number _____ Expiration Date: _____

Signature _____ Print Name _____

PACKAGE EXPRESS RECEIVING AND MOVEMENT CHARGES

LETTERS



BOXES (up to 24" x 18" x 18")



OVERSIZED BOXES AND FIBER CASES



CRATE/ CASE/ PALLET

