

Preparing your Shipment

All guest and event packages being shipped to the property must follow the address label standards (illustrated below). Due to limited storage, please schedule your shipment to arrive within 3 days of the event start date to avoid the additional daily storage fees. Please use the name of the recipient who will be on-site to receive and sign for the package. Please do not address shipments using property employee names unless items are specifically for their usage.

Package Inbound Handling & Delivery Fees		
Package Weight	Handling fee	Package Delivered by Hotel
Letters or envelopes	-	-
Boxes up to 29 lbs	\$5.00 per box	\$5.00 per box
Boxes 30 – 50 lbs	\$10.00 per box	\$10.00 per box
Boxes 51 to 75 lbs	\$15.00 per box	\$15.00 per box
Boxes 76 lbs or more	\$20.00 per box	\$20.00 per box
Pallets	-	\$350.00 per pallet
Crates	-	\$400.00 per crate

Handling fees apply for all packages received and handled by hotel. Delivery fees are only applicable when packages are delivered to meeting space or guest rooms by hotel staff.

****Pallet/Crates, the receiving and delivery charges are consolidated into a single fee and must be delivered to meeting space by hotel staff.****

Storage Fees	
Package Weight	Storage fee
Letters or envelopes	No Charge
Boxes up to 29 lbs	\$5.00 per box
Boxes 30 to 50lbs	\$10.00 per box
Boxes 51 to 75 lbs	\$15.00 per box
Boxes 76 lbs or more	\$20.00 per box
Pallets & Crates	\$50.00 per pallet/crate

SHIPPING ADDRESS:

Name (of person who will be on-site) Company Name Meeting/Convention Name
C/O Hilton Baltimore Inner Harbor
401 West Pratt Street Baltimore, MD 21201 Attention: Package Room Hold for Guest Arrival
Delivery Date & Destination
Delivery Hours may vary depending on Hotel Convention Business.

Upon Your Arrival

Packages will be available for pick up at our onsite package storeroom, located on our second level near Key ballroom; a handling fee will apply. Any items requested to be delivered to meeting space or guest rooms will incur an additional delivery fee. Hotel requires the package recipient's signature before package will be released. Released signatures are captured at the time of package pickup and/or package delivery to the recipient.

Upon Your Departure

The hotel can also assist with scheduled outbound package shipping. All outbound packages must have the completed carrier air bill (FedEX, UPS, USPS) affixed to each package and package properly secured as the hotel does not have shipping materials available on site. Outbound packages and freight to be pickup up by a third party courier should be coordinated directly with those vendors and communication must be received by the hotel package store room indicational when those items will be picked up. The hotel will not make arrangements for the freight or third-party courier transportation and /or pickup. **Outbound handling fee of \$5.00** per box will be applied to all packages and freight, regardless of carrier.