



SHIPPING INFORMATION

SHIPPING, RECEIVING & STORAGE PROCESSING FEES: Packaging Handling Inbound and Outbound	
Security fee per day, per item after 3 days plus (+) handling fee	\$5.00
Letter over 1 oz.	\$3.00
1-10 lbs.	\$5.00
11-30 lbs.	\$10.00
31 to 50 lbs.	\$20.00
51 to 75 lbs.	\$40.00
75 to 100 lbs.	\$60.00
101 + lbs.	\$100.00
Pallets	\$250.00

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.

SHIPPING COMPANIES:

1. The vendor must provide their own moving equipment and packaging supplies. No moving equipment will be provided and any packaging supplies requested will be purchased at current prices. Credit card payment will be due prior to delivery of any supplies.
2. All delivery/pick-up schedules for packages for the shipping company must be arranged with the Event Manager handling the program at least ten (10) days in advance. If advance scheduling does not take place, the shipping company will not be allowed access to the Loading Dock.
3. All movements by the shipping company must utilize the Service elevators. Under no circumstance is a Guest elevator to be used for movement of materials. If the vendor would like to use the freight elevator, an elevator operator must be hired, two weeks in advance at \$200.00 an hour, with a five-hour minimum.
4. Any movement of boxes requested to be handled by the Package Room will be charged per box. Credit card payment will be due prior to delivery of any boxes