

## Exhibitor Shipping Information

Packages for the hotel will be received up to a maximum of three (3) days prior to your meeting. Return shipping charges for items received outside of this window are the responsibility of the shipper. Please contact your event manager for special arrangements, if necessary.

### **Please include the following information when shipping:**

Name of Conference

Event Dates

Guest's Name that will be retrieving the boxes on-site

The Capital Hilton

1001 16<sup>th</sup> Street NW

Washington, DC 20036

1 out of \_\_\_ packages shipped

*Please ensure that all on-site contacts have full shipping/receiving information (inclusive of tracking numbers & guest's name on the package). The Capital Hilton is not responsible for locating packages that are not properly labeled, and do not have location information.*

### ***Outgoing Packages***

The Capital Hilton has daily UPS and FedEx Air pick-up/drop offs.

Packages considered ready for shipping must meet all of the criteria:

- Package is secured with packing tape or strapping material (Hilton does not provide)
- Package is labeled with carriers shipping information (Hilton does not provide labels)
- Carriers shipping label is filled out completely and clearly – including payment information

At the end of the show/ tear down, ready packages (UPS & FedEx) must be left on top of the exhibit table for pick-up.

Shipments arranged through other 3<sup>rd</sup> parties, couriers, and delivery services must be made privately between the exhibitor and shipping vendor, and arranged to be picked up on the date/time of the exhibitor breakdown.