



2020

Tradeshow/Production Shipping/Receiving Guidelines & Charges

All materials/packages shipped to Hilton DFW Lakes Executive Conference Center should be addressed as follows:

Hilton DFW Lakes Executive Conference Center
1800 Highway 26 East
Grapevine, TX 76051
(817)481-8444

HOLD FOR: (On-Site Guest Name)
(Organization/Company Name)
(Name of Conference/Tradeshow)
(Conference/Tradeshow Dates)
Box X of Y

Materials/packages are claimed at the Business Center during business hours, located on the lower level in the conference center. After hours please check with the Front Desk.

Materials/Packages should be sent to arrive no earlier than three (3) business days prior to the meeting/conference start date. Additional storage fees may apply for materials/packages received more than three (3) business days prior to the meeting/conference start date.

Shipping & Receiving charges may be posted to a guestroom, paid by credit card or cash.

Inbound Handling Fees:

1-25 Packages	\$12.00+ per each (Packages over 25 pounds will be assessed an additional \$1.00 per pound)
26+ Packages	Negotiated (advance notification required for negotiated pricing)
Pallet/Crate	\$325.00+ per Pallet/Crate

Outbound Handling Fees:

Packages shipped out (using Sender's Account)	\$12.00+ per each
Packages shipped out (using Hilton DFW Lakes' Account)	\$12.00+ per each, plus Carrier's shipping charge
Pallets	\$325.00+ per Pallet
Crate	\$85.00+ each

Business Center Phone: 817-410-6996 Fax: 817-481-3160

DFWbus.center@Hilton.com

***Shipping & Receiving Fees are subject to 8.25% Sales Tax
Prices listed are effective through December 31, 2020***