Hilton Salt Lake City Center

Shipping and Receiving Form

All parcels and freight being shipped and received by the Hilton Salt Lake City Center are subject to the following procedures handling and storage fees.

Package Handling Information
Fees will be charged to the recipient's hotel room. If the recipient is not a hotel guest, handling charges will be added to the event master bill.

- 00 - 19 lbs ----- $10.00 per item
- 20 – 59 lbs ----- $15.00 per item
- 60 – 99 lbs ----- $20.00 per item
- 100 lbs --------- $27.00 per item
- Pallets < 500 lbs ---$110.00 per pallet (additional fee applies for pallets >500 lbs.)

Incoming Freight:
Group functions with large amounts of packages and/or oversized heavy items shipped via freight companies on pallets are charged a handling fee of $110.00 per pallet (additional fee applies for pallets >500 lbs.)

Storage Space:
Due to limited storage space shipments should arrive no earlier than 3 days prior to event start date. Items shipped prior to 3 days or large items may be assessed with storage fee of 5.00/day/package, or $50.00/day/pallet.

Shipping Labels for Incoming Packages:
Hotel Address:
255 S. West Temple
Salt Lake City, UT 84101
Please include the following:

- Return Address
- Package Recipient's Name (i.e. hotel guest or event attendee)
- Event Name and Dates

Retrieval of Packages at Hotel:
Contact Guest Services for retrieval of packages upon arrival of hotel. All items not claimed within 15 days are turned into lost and found and will be disposed of after 30 days.

Outgoing Shipments:
Guests to schedule their own pick up. Pick up cannot be scheduled for weekends and holidays. All outgoing packages require pre-printed shipping labels and must be securely packaged, taped, and ready to be sent out. Hotel uses either Fedex or UPS for outbound shipping.

Package Requirements:
Guests are responsible for their own packaging. The packaging must meet the carrier's standards or they will not pick up the item. Any item that is not picked up by the carrier, or returned due to improper information will be disposed of after 15 days if the hotel is unable to contact the shipper. The Hotel will not be responsible for damages due to improper packaging or shipping costs of items returned to the hotel by carriers of non-deliverable items.

For Additional Information please contact:
Richard Rodriguez, Shipping and Receiving Office
Direct: 801-238-4868
Email: Richard.Rodriguez@hilton.com

Hilton Salt Lake City Center

Shipping Information

Shippers Name: _____
Group Name: _____
Group Contact Name: _____
Expected Arrival Date: _____
Will you be staying at the Hotel: _____
Return Address: _____
Receivers Name: _____
Carrier's Name/Phone: _____

0 – 10 lbs: Number of boxes _____@ $10.00 per box=_____TOTAL
20 – 59 lbs: Number of boxes_____@ $15.00 per box=_____ TOTAL
60 – 99 lbs: Number of boxes_____@ $20.00 per box=_____TOTAL
100 lbs: Number of boxes_____@ $27.00 per box=_____TOTAL
Pallets < 500 lbs Number of pallets_____@$110.00 per pallet=_____ TOTAL

Method of Payment
Circle one:
Sertifi (CC) Master Account Guest Room Account

If paying by Credit Card, Event Manger will send a payment link, call between the hours of 8AM - 4 PM PST Monday through Friday to request this set up.
If paying by Guest Room Account please list
First and Last name: _____
And
Hotel confirmation number _____
Charges will be applied upon receiving the package
***All charges must be approved by group meeting planner
***All Master Account Charges MUST be approved by the Groups Meeting Planner