



## Shipping and Receiving Procedures

All Items to be received no more than 3 business days prior to event date. Any items received prior to this may incur a storage fee. The DoubleTree Resort by Hilton Paradise Valley – Scottsdale does have a loading dock. All crate or pallet deliveries MUST arrive on a truck with a lift gate.

Deliveries of this nature that fail to have a lift gate are subject to refusal  
The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive or fail to arrive at Hotel. Group is responsible for insuring all such items for loss or damage.

**There is no forklift on site.**

### Instructions for Event Shipping to Hotel

Each Box / Parcel to be labeled with:  
 Hotel Name and Address  
 Group and/or Vendor Name  
 Onsite Contact Name and event date  
 Hotel Contact Name in Catering or Convention Services  
 Number of items in total shipment, labeled in sequence (i.e. 1 of 3 etc...)

**Doubletree Resort by Hilton Paradise Valley/Scottsdale**  
**5401 N Scottsdale Rd**  
**Scottsdale, AZ 85250**

### Outbound Packages

Event contact or individual vendor is responsible for the packing and labeling of all items  
 Clients/vendors may use their own shipping account  
 Clients/vendors are responsible for arranging pickup with the carrier of choice

### Processing & Handling Fees

#### Boxes

1-10 lbs.	\$10.00 ea.
11-20 lbs.	\$15.00 ea.
21-40 lbs.	\$25.00 ea.
41-60 lbs.	\$35.00 ea.
61-100 lbs.	\$50.00 ea.
>100 lbs.	\$80.00 ea.

Envelope/Padded Pak      \$7.00 ea.

**Labor Fee/Setup      \$75.00/hr.**

#### Freight

Crate/Pallet/Skid	\$300.00 ea.
Display Box/Tube	\$35.00 ea.
Display Case	\$60.00 ea.

Please notify us in writing of all your shipping needs so we may better meet your needs.



**Event Name:**

**Date of Event:**

**Vendor Company Name:**

**Booth number (if applicable):**

<u>Boxes</u>		<u>Quantity</u>
1-10 lbs.	\$10.00 ea.	_____
11-20 lbs.	\$15.00 ea.	_____
21-40 lbs.	\$25.00 ea.	_____
41-60 lbs.	\$35.00 ea.	_____
61-100 lbs.	\$50.00 ea.	_____
>100 lbs.	\$80.00 ea.	_____
Env./Padded Pak	\$7.00	_____

**Freight**

Crate/Pallet/Skid	\$300.00 ea.	_____
Display Box/Tube	\$35.00 ea.	_____
Display Case	\$60.00 ea.	_____

**On Site Contact:** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

**Return the form to: Doubletree Accounting Department @ [Cheyenne.Wagner@hilton.com](mailto:Cheyenne.Wagner@hilton.com) who will send link by e-mail for payment, and also Convention Services Manager @ [Bradley.Woodhall@hilton.com](mailto:Bradley.Woodhall@hilton.com)**