



Shipping of Materials to/from the Hilton Dallas/Plano Granite Park Hotel

Thank you for your interest in shipping materials to our hotel. Due to space restrictions, The Hilton Dallas/Plano Granite Park can only accept and store boxes up to **two (2)** days prior to the event. To ensure that materials are received and delivered to your event in a timely manner, please review our guidelines below, complete, and return this form to your Event Manager at least **fourteen (14)** days prior to the event. **Storage Fees will apply*

Please print and attach the following label to each package:

HILTON DALLAS/PLANO GRANITE PARK
 ATTN: *Keyosha Comer*
 5805 Granite Parkway
 Plano, Texas 75024

ATTN: _____, with _____
 (On-Site Contact / Person retrieving package) (Company Name)

EVENT DATE: _____

BOX/PACKAGE COUNT: _____

Number _____ of _____ pieces

BOOTH # _____

Qty.	Weight	Fee	Amount Due
	0 – 49 lbs	\$5.00 per package	\$
	50 lbs +	\$50.00 per package	\$
	Skid / Pallet	\$125.00 per skid/pallet – in each direction (Receiving & Shipping)	\$
	Crate	\$125.00 per crate	\$

Please check here if the hotel's pallet jack will be required for unloading/loading. If so, additional labor fees will apply. Please see your Catering/Event Manager for details.

Storage Fees	
\$100.00 / day pallet storage	\$150.00 / day crate storage
\$20.00 / day <49 lbs box	\$40.00 / day >50 lbs box

General Information:

Loading dock dimensions: Bays 114" W, 44" H, Dock Levelers: 72" W, 78" H
 Service elevator dimensions & capacity: Door measurement: 4'W x 7'H Interior 94"L x 68"W x 9'H, 4,500lbs.
 Exhibitors are responsible for arranging their own shipping and handling.
 Trucks/Trailers over 26' must make alternate arrangements directly with the hotel.

Return Shipping Instructions:

Properly pack and label all of your outgoing packages. Packages that are not taped or sealed will NOT be accepted or stored. Please provide your own return shipping labels for any outgoing packages following the event. When packages are ready for shipment, please leave them at your booth, and our housemen will collect them. When returning packages via UPS, you must call to schedule pickup. When returning packages via FedEx, additional fees may apply if hotel schedules pickup.

Client: _____ Company: _____ Date: _____