

SHIPPING, RECEIVING, & PACKAGE HANDLING PROCEDURES

The Hilton in the Walt Disney World® Resort has a handling fee for any and all conference materials. A handling fee of \$5.00 applies to the first five pounds with \$0.50 charged for each additional pound. This shipping and handling fee applies to all materials shipped to the hotel and covers the following services:

- Receiving shipments
- Secured storage
- Distribution of shipments

Conference Shipments

Multiple packages within a single shipment should be sequentially numbered, i.e., 1 of 3, 2 of 3, 3 of 3. It may be helpful to make note of individual package contents to ensure that itemized records of all materials are available in the event of damage or non-receipt. All materials should be addressed as follows:

Hilton Orlando Lake Buena Vista
1751 Hotel Plaza Boulevard
Lake Buena Vista, FL 32830
HOLD FOR (Your Name)
Convention Name & Dates

(The Post Office box number 22781 should be used only for regular mail.) All boxes and bulk materials should bear the street address.

*Hotel will accept packages as early as 5 business days prior to the event dates.