

Shipping and Receiving Procedures



**EMBASSY
SUITES**
by Hilton™

COLUMBUS DUBLIN

To ensure efficiency and accuracy of client materials being received, please follow the guidelines below.

All packages are to be addressed as stated below. The following information should be on each container when shipping.

SHIPPING LABEL EXAMPLE:

(Group name and dates) C/O Embassy Suites Columbus Dublin 5100 Upper Metro Place Dublin, Ohio 43017 Please Hold for: (Name of Company, Exhibitor on site contact, Date of Arrival & Daytime Phone number)

Organization Name: _____ Phone # _____ On site Contact: _____ Number of Boxes shipped: _____ Number of Pallets shipped: _____

RECEIVING

Due to the limited Storage space in our Hotel we **will not** accept materials more than 48 hours prior to arrival, unless otherwise arranged with your hotel contact.

Exhibit materials, shipped as stated above will be held at the front desk for pick-up.

Receiving Charges:

Boxes will be received at no additional charge. However, pallets will incur a \$75.00 per pallet charge for receiving, storage, and labor.

For Pallets Only:

Once the hotel has received the completed Package Form, you will be sent an email with a secure link to provide your credit card information. Please provide your email here: _____ Payment will be processed upon receipt of the credit card based on the information provided on this form.

RETURN SHIPPING

To ensure proper and timely delivery of materials back to the original destination, we request that boxes be shipped from the Hotel within 24 hours of the conclusion of the event.

For FedEx, UPS or another carrier exhibitor will need to schedule pickup of boxes from hotel in advance. Clients must have FedEx/UPS/or other carriers completed Bill of lading secured to boxes being shipped out. The Embassy Suites Columbus Dublin is not able to make arrangements for pick up.

INSURANCE

The Embassy Suites Columbus Dublin does not maintain insurance covering Patron's Property, and it is the sole responsibility of the Patron to obtain business interruption and property damage insurance covering such losses. During shipping, liability is limited to the limit of the carrier unless additional insurance is contracted directly with the carrier.

COD SHIPMENTS

No COD Shipments will be accepted or shipped by or from the Embassy Suites Columbus Dublin.

Please return your completed form to cmhes embassy@hilton.com.

Thank you!