



Shipping and Receiving Services

To ensure proper shipping and pickup of your packages, please be aware of the following process.

Shipping Tips

- All boxes should be uniformly addressed. The requested format is as follows:

- o Exhibitor Company Name, Booth #, Booth Attendee Name
- o **For: (Group Name)**
- o C/O Doubletree by Hilton Bloomington Minneapolis South
- o 7800 Normandale Boulevard
- o Minneapolis, MN 55439

- Multiple packages within a single shipment should be numbered in sequence (i.e., 1 of 3, 2 of 3, etc.) It may be helpful to make note of the individual package contents so that careful records of all materials may be maintained, and the sender alerted in the event of damage or non-receipt.

- Heavy boxes should be identified as such so that staff (Hotel) can avoid injury while lifting them

- Send shipping information in writing to Amanda Johnson, Director of Convention Services at Amanda.Johnson2@Hilton.com. Be specific regarding: the number of boxes shipped, the point of origin (company/city), how they were shipped, when they will arrive, where they should be delivered upon arrival, the size, weight and relative condition of the boxes, and any other information which would help the Hotel properly handle your shipments.

Inbound & Outbound Package Handling Fees

This is the standard weight of pounds to be used by all hotels and the minimum fee to be applied to all incoming packages.

WEIGHT	PRICE
0 to 5 lbs.	\$5.00 per box
6 lbs. – 20 lbs.	\$10.00 per box
21 lbs. – 50 lbs.	\$15.00 per box
Over 50 lbs.	\$35.00 per box
Crate	\$75.00 per crate
Pallet	\$150.00 per pallet

*Certain packages may incur additional charges for packaging, please confirm packaging price with receiving prior to shipping. All services are subject to 7.525% sales tax. Long-Term Storage Fees: Any packages that are stored on property for more than 3 days prior to the start date or end date of the event are subject to a \$5.00 per package per day storage fee.

Outbound Package Handling Fees: All outgoing packages are subject to a \$5.00 processing fee plus any additional carrier costs that are incurred. Please complete the process below to prepare for outbound shipping.

--Ensure that you have the proper shipping labels on all of your packages. Incorrect labels or missing labels will delay the pickup of your materials.

-- For a smoother process of outbound shipping and handling please have the below table filled out for the hotel to keep track of the packages and to attain the vendor information in the scenario we would need to get hold of you. Certain packages may incur additional charges for handling. We will be able to discuss any shipping concerns upon meeting with you to arrange for outbound package handling. All services are subject to 7.525% sales tax.

Outbound Package Handling Fees: All outgoing packages are subject to a \$5.00 processing fee plus any additional carrier costs that are incurred. Please complete the form below:

EXHIBITOR INFORMATION: (Include phone & email for confirmation purposes)	
Company Name:	Contact Name:
Address:	
City, State & Zip:	
Phone:	Email:

EVENT INFORMATION: (# of days must include setup date)		
Event Name:		Booth #:
Setup Date & Time:	Teardown Date & Time:	
Credit Card #:	Exp. Date:	
Signature (Required):		

All orders to be submitted three days prior to event. Any orders after this date are subject to day-of event pricing. All charges will be accounted for 72 hours prior to the service date to the credit card authorized on this form. Onsite orders will have charges posted to the credit card on the day of the request. Prices are subject to change without notice and are calculated based on quantity or number of days rented. A service fee of 3% will be added to all credit card payments. For questions, please contact the hotel directly at 952.893.8493. Please fax to the secured number: 952-893-8431. Do not send this form back by email as it is a violation of the Global Information Policy 3.2.1 PCI Data Security Standard 4.2 states.
Never send unencrypted credit card numbers via email.

Paid (For Hotel Use Only): Yes____No____