



# Washington Hilton

## Package Room Handling Procedures & Fees

The Hilton Washington provides a full-service "Package Room" staffed to provide services for receiving, storing and delivering materials to visiting guests. Should you wish to ship materials directly to the Hotel, please note the following procedures and corresponding rates:

\*\*Receipt of individual box: \$10.00each,  
up to 32 pounds; \$ .32 per pound if over 32 pounds

\*\*Movement: \$2.00/item  
for additional movements of materials beyond the  
original delivery

\*\*Outgoing Shipments: Complimentary  
*Boxes must be properly closed and labelled (Pre-Paid or with Account number)*  
*Boxes without payment information or complete destination address will not be shipped out.*

Packages should be addressed to the **On-Site Guest recipient**, as follows:

Attn: **Guest's Name**

**Arrival Date**

Hilton Washington  
1919 Connecticut Ave. N.W.  
Washington, D.C. 20009

***\*\*Special Note: Materials should be shipped to arrive no  
earlier than 3 days prior to the guest's arrival date, in  
order to assure acceptance can be guaranteed***

These services are NOT intended for Exhibitors. Any materials affiliated with an Exhibit Show must be shipped through the official designated Drayage Company, following all guidelines indicated in the Exhibitor Prospectus. Exhibitor freight will not be accepted by the Hotel.