

Shipping & Package Handling



COMPANY INFORMATION	
Exhibitor Company Name:	
On-Site Exhibitor Name:	
Billing Address:	
City, State, Zip:	
Telephone Number:	
Email Address:	

EXHIBITOR ROOM INFORMATION			
Program:			
Function Room:		Booth #:	
Set Up Date:		Set Up Time:	
End Date:		End Time:	

Need to Know	
All shipments must be addressed as follows:	
C/O	– Conference Services Manager
Group Name	
Hilton Houston North	
12400 Greenspoint Drive	
Houston, TX 77060	
Groups must notify the Hotel at least one (1) week prior to shipping.	
Packages should arrive no more than two (2) days before the event.	
Vendors requiring early storage must contact the Conference Services Manager in advance. Payment for storage fees is due prior to arrival.	

Inbound Package Fees

Type	Cost	Quantity	Days	Total
1-10 lbs	\$8 per package			
11-20 lbs	\$10 per package			
21-50 lbs	\$15 per package			
51-100lbs	\$18 per package			
Over 100 lbs	\$23 per package			

Pallet Storage Fees

Inbound Storage	\$50 Per Pallet First Day			
Outbound Storage	\$45 Per Pallet First Day			
Extended Storage	\$55 Per Pallet Per Day			

Outbound Handling Fees

Under 10 lbs	\$8 per package		N/A	
10-60 lbs	\$15 per package		N/A	
Over 60 lbs	\$38 per package		N/A	
Subtotal				
25% Service Charge				
8.25% Sales Tax(Subtotal+SVC)				
Subtotal + 25% + 8.25% = Grand Total				
GRAND TOTAL				

*All fees are subject to a 25% service charge and applicable Texas sales tax. The Hotel is not responsible for loss, theft, or damage to shipped items.