

## DoubleTree by Hilton Chicago – Magnificent Mile Shipping Information

([BILLING FORM](#), please indicate if you are shipping anything to hotel)

### PACKAGE / BOX DELIVERY & HANDLING:

- Client *must* notify the Hotel of all meeting-related packages sent to the Hotel prior to their delivery.
- The Hotel will deliver cartons or boxes to Client's function room(s).

### PACKAGE HANDLING FEES

PACKAGE WEIGHTS	PACKAGE HANDLING FEE (Per Box)
1 to 10 pounds	\$7.00
11 to 30 pounds	\$10.00
31 to 50 pounds	\$20.00
51 to 70 pounds	\$30.00
71 to 100 pounds	\$40.00
100 + pounds	\$50.00

Special Handling Charge	\$15.00
Crate	\$50.00/Per Crate
Skids/Large Crates	\$150.00/Per Skid or Crate

- *Any boxes, crates or skids shipped to the hotel 48 hours prior to group's event or individual's check in date will be subject to \$10.00 holding fee, per box, per day.*
- *Any boxes, crates or skids left at the hotel 48 hours post group's event or individual's check out date will be subject to \$10.00 holding fee, per box, per day.*
- Any one article weighing greater than 100 pounds shall be the responsibility of Client for delivery, handling and set-up.
- As storage space is limited, no packages may be stored for Client without prior approval.
- Client holds harmless the Hotel, its staff and management, for any boxes, cartons, packages or articles either lost or damaged.
- Meeting-related packages sent to the Hotel must be addressed to your on-site contact as follows:

Group Name:

On Site Contact's Name:

Group Meeting /Arrival Date:

c/o DoubleTree by Hilton Chicago – Magnificent Mile

300 East Ohio Street

Chicago, IL

60611

p. 312-787-6100