



# Hilton

## DFW Lakes

Executive Conference Center

### Shipping and Receiving Instructions

All materials shipped to the Hilton DFW Lakes should be addressed as follows:

Hilton DFW Lakes Executive Conference Center  
1800 Highway 26 East  
Grapevine, Texas 76051

HOLD FOR: (Guest Name)  
(Group Company Name)  
(Name of Meeting/Conference)  
(Date of Arrival)

All boxes are to be claimed at the Business Center located on the lower level in the conference center.

Business Center Phone: 817-410-6996

Fax: 817-481-3160

Boxes will 3 days prior to the meeting/conference start date. Prior to 3 days storage fee to apply.

Charges may be posted to the guestroom folio, credit card or cash is accepted.

Only authorized signatures will be allowed assessing shipping charges/services to the Master Account

#### Inbound Handling Fees:

Up to 5 Packages	Complimentary
6-15 Packages	\$25.00
16-25 Packages	\$50.00
26-50 Packages	\$75.00
51 or more	\$2.50 per box
Pallet/Crate	\$100.00

#### Outbound Handling Fee:

\$5.00 handling fee to apply to any box/package that is shipped by the Business Center or any other area of the hotel. This charge **does not include** any additional shipping charges incurred by shipping vendor.