

# SHIPMENT OF BOXES

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The following recommendations are provided for you and/or your shipping department's assistance:

**THE HILTON UNIVERSITY PLACE WILL NOT ACCEPT ANY ITEMS EARLIER THAN 3 DAYS PRIOR TO THE EVENT. A \$10.00 PER DAY STORAGE FEE WILL BE CHARGED FOR PACKAGES RECEIVED MORE THAN THREE (3) DAYS IN ADVANCE.**

1. Labeling boxes/displays for shipment TO the Hilton University Place are to include the following:
  - Name and date(s) of the event
  - Name of your company's agent/vendor attending the event
  - # of boxes being shipped ... Example: 1 of 5, 2 of 5 etc ...
  - If attending agent/vendor is a guest of the hotel, indicate his/her check-in date
  - Ship to address:  
Hilton University Place  
8629 JM Keynes Drive, Charlotte NC 28262  
Phone: 704-547-7444
2. A labor fee of \$25.00 per hour will be charged, with a four-hour minimum, for handling boxes. The hotel must have prior notification of all incoming packages.
3. Your return address should include your company name, address, and phone number.
4. Make sure that your agent/vendor remembers to bring the appropriate forms and shipping labels for forwarding displays and materials to their next destination. You are responsible for shipping items back from the hotel. AATCC and the Hilton University Place are not responsible for return shipments.
5. It is helpful that in the unlikely event of a shipping mix-up, your attending agent/vendor know the tracking numbers for the receiving department.

Following these simple steps will assist the hotel staff and expedite the handling of your displays and materials.