



EMBASSY SUITES

by Hilton™

MINNEAPOLIS
DOWNTOWN

SHIPPING AND STORAGE

Our Shipping and Receiving Department is available from 8:30am-5:30pm Monday-Friday, and provides storage, pick-up and transfer of materials (less than 200 pounds) from any location within our hotel. Any materials shipped to the Hotel may not arrive earlier than two (2) days prior to your function and may not remain longer than two (3) days after your function. Prices are as follows.

INBOUND PACKAGE HANDLING FEES

This is the standard weight of pounds to be used by all hotels and the minimum fee to be applied to all incoming packages:
add a subheading

WEIGHT PRICE

0 to 5 lbs.	\$ 5.00 per box
6 lbs. – 20 lbs.	\$10.00 per box
21 lbs. – 50 lbs.	\$15.00 per box
Over 50 lbs.	\$25.00 per box
Crate	\$50.00 per crate
Pallet	\$75.00 per pallet

OUTBOUND PACKAGE HANDLING FEES

\$5.00 each box plus carrier costs

* Certain packages may incur additional charges for packaging, please confirm packaging price with Receiving prior to shipping. All services are subject to 7.275% sales tax. Packages stored on property for more than or prior to 3 business days will be subject to a per day storage fee equal to the handling fee for each item.

SHIPPING TIPS All boxes should be uniformly addressed. The requested format is as follows:

GUEST NAME (Name of the programs on site contact, not Hotel contact)

GUEST ARRIVAL DATE

C/O EMBASSY SUITES MINNEAPOLIS

12 6TH STREET SOUTH

Minneapolis, MN 55402

RE: CONVENTION / PROGRAM NAME AND DATES

- Multiple packages within a single shipment should be numbered in sequence (e.g. 1 of 3, 2 of 3, etc...); it may be helpful to make note of the individual package contents so that careful records of all materials may be maintained and the sender alerted in the event of damage or non-receipt.
- Heavy boxes should be identified as such so that staff (either yours or ours) can avoid injury while lifting them.
- Require exhibitors to ship freight to the designated drayage company and not to the hotel. The drayage company will deliver boxes to the appropriate exhibit booth.
- Send shipping information in writing to your Catering or Convention Service Manager. Be specific regarding: the number of boxes shipped, the point of origin (company/city), how they were shipped, when they will arrive, where they should be delivered upon arrival, the size, weight and relative condition of the boxes, and any other information which would help the Hotel properly handle your shipment.
- Refrain from sending sensitive equipment (e.g. computers) as outside labor may be required at an additional expense to the group.