Hilton
TAMPA DOWNTOWN
EMBASSY SUITES by HILTON

Banquets, Catering & Events

Shipping & Handling

Customer Form

The hotel will store your packages prior to your arrival. Please observe the following instructions to ensure proper handling and delivery of your meeting or event materials. Each item should be clearly marked with the following:

The organizations' name and name of the event/meeting:
Hold for arrival 00/00/00:
The on-site contact or your name: [DO NOT PUT YOUR EVENT MANAGER'S NAME]

C/O **Hilton Tampa Downtown**
211 N Tampa St
Tampa, FL 33602

OR

C/O **Embassy Suites Tampa Convention Center**
513 S Florida Ave
Tampa, FL 33602

Package handling fees for incoming and outgoing packages are as follows:

PACKAGE INFORMATION								
Package Size	***Delivery IN*** *(per package)*	***Shipping OUT*** *(per package)*	***Storage*** *(per day)*	***# of Packages***				***Total*** *(plus 7.5% tax)*
(first 72 hours are complimentary)								
Envelope	Complimentary	Complimentary	*N/A*				=	
1 – 25 lbs.	$5	$5	$5	X	# __	Package(s)	=	
26 – 50 lbs.	$10	$10	$10	X	# __	Package(s)	=	
51 lbs. or more	$25	$15	$15	X	# __	Package(s)	=	
Display Cases	$35	$20	$20	X	# __	Package(s)	=	
Half Pallets under 36"	$100	$75	$75	X	# __	Package(s)	=	
Full Pallets over 36"	$150	$100	$100	X	# __	Package(s)	=	
Crates under 150 lbs.	$100	$75	$75	X	# __	Package(s)	=	
Crates over 150 lbs.	$150	$100	$100	X	# __	Package(s)	=	
PAYMENT INFORMATION								
Form of Payment	ROOM #_____		MASTER ACCOUNT #_____			CREDIT CARD FORM _____ Email Address: _____		

Please advise your hotel contact of any special arrangements or requirements concerning your materials. The Hotel is not responsible for perishable items. A labor charge will be assessed if the Hotel's assistance is required in unloading vehicles and/or moving items to storage areas. If your needs exceed 5 boxes, a drayage company may be required. Please confirm with your Event Manager to schedule pallets, crates, forklift use or freight in advance of arrival. Please send completed forms to the Event Manager. Florida State Sales Tax applies to all charges.

_____ Customer Printed Name

_____ Customer Signature

_____ Date