

SHIPMENTS FOR MEETINGS:

Affix a label with the following information in addition to the air bill:

HILTON

Hilton Portland Downtown
(Event Name) (Arrival Date)
 Hold for Guest **(Guest Name) (Guest Cell Number)**
(Guest Company Name) (Booth Number)
 921 SW 6th Avenue
 Portland, OR 97204-1202

DUNIWAY

The Duniway Portland
(Event Name) (Arrival Date)
 Hold for Guest **(Guest Name) (Guest Cell Number)**
(Guest Company Name) (Booth Number)
 545 SW Taylor Street
 Portland, OR 97204-1204

SHIPMENTS FOR INDIVIDUAL GUESTS:

Affix a label with the following information:

HILTON

Hilton Portland Downtown
 Hold for Guest **(Guest Name)**
(Arrival Date) (Guest Cell Number)
 921 SW 6th Avenue
 Portland, OR 97204-1202

DUNIWAY

The Duniway Portland
 Hold for Guest **(Guest Name)**
(Arrival Date) (Guest Cell Number)
 545 SW Taylor Street
 Portland, OR 97204-1204

INBOUND / OUTBOUND PACKAGE HANDLING FEES

INBOUND

(Priced per package)

1-10 LBS.	\$10.00
11-20 LBS.	\$22.00
21-40 LBS.	\$35.00
41-60 LBS.	\$67.00
61-100 LBS.	\$95.00
101+ LBS.	\$165.00
PALLET	\$400.00

OUTBOUND

(Priced per package)

1-10 LBS.	\$5.00
11-20 LBS.	\$5.00
21-40 LBS.	\$10.00
41-60 LBS.	\$10.00
61-100 LBS.	\$20.00
101+ LBS.	\$25.00
PALLET	\$30.00

FOR ALL OUTBOUND SHIPMENTS

Print out and attach shipping labels to all outgoing packages. Let your event manager know the quantity of packages needed to be shipped out as well as the shipper/carrier that will be used. Purchasing manager will send out packages with the next available pick with that shipper/carrier.

HILTON PORTLAND DOWNTOWN
 (503) 226-1661
 921 SW Sixth Avenue
 Portland, OR 97204-1202
 Portland.Hilton.com

THE DUNIWAY, A HILTON HOTEL
 (503) 553-7000
 545 SW Taylor Street
 Portland, OR 97204-1204
 TheDuniwayPortland.Hilton.com