



Package Room Handling Procedures & Fees

The Hilton Washington provides a full-service "Package Room" staffed to provide services for receiving, storing and delivering materials to visiting guests. Should you wish to ship materials directly to the Hotel, please note the following procedures and corresponding rates:

- **Receipt of individual box: \$10.00each,
up to 32 pounds; \$.32 per pound if over 32 pounds
- **Movement: \$2.00/item
for additional movements of materials beyond the
original delivery
- **Outgoing Shipments: \$10.00/box
or \$.32 per pound, as above,
plus applicable shipping service fees

Packages should be addressed to the **On-Site Guest recipient**, as follows:

Attn: **Guest's Name**
Arrival Date
Hilton Washington
1919 Connecticut Ave. N.W.
Washington, D.C. 20009

*****Special Note: Materials should be shipped to arrive no earlier than 3 days prior to the guest's arrival date, in order to assure acceptance can be guaranteed***