

# HILTON WAIKOLOA VILLAGE

## **SHIPPING AND RECEIVING**

Packages for functions, meetings and conventions may be delivered to the hotel **up to one week prior** to the event/convention. Arrangements must be made through your Catering/Event Manager for storage. Please note that the hotel storage facilities are limited.

If you ship valuables, please make arrangements to hire and pay for outside security. Please inquire with your Event or Catering manager for pricing. The hotel is not responsible for contents.

When shipping materials to the hotel, **the following information is REQUIRED** on all packages to insure proper delivery and storage.

### **Hilton Waikoloa Village**

**69-425 Waikoloa Beach Drive**

**Waikoloa, HI 96738**

**C/O: Megan Vierra, Catering Dept.**

**Phone (808) 886-1234**

**Event/Group: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_**

We also recommend that you have a packing slip both inside and outside of each package. Guests will be responsible for the packing and return of all packages.

Receiving, handling and shipping charges\*\* may apply: **\$50.00+tax/pallet, \$7.00+tax/box and/or \$2.50+tax/envelope.** No COD packages will be accepted. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

Please note that if required information is omitted from your shipped items, your packages and envelopes will be received and processed by the UPS Store in the Main Lobby and subject to their handling and delivery fees.

UPS Store Price List (tax not included)		
Weight (lbs)	Price	Delivery (per Item)
Letter	\$ 2.00	\$ 2.50
1 - 10	\$ 5.00	\$ 2.50
11 - 20	\$ 10.00	\$ 2.50
21 - 40	\$ 20.00	\$ 2.50
41 - 60	\$ 35.00	\$ 2.50
61 - 100	\$ 50.00	\$ 2.50
100+ lbs combo of the above weights to determine pricing ( ex. 105 lbs = \$55)		

\*Required Information:

1. **Your catering/event manager's name and department**
2. **Your event/conference name and date**

\*\*Current prices as of 6/1/18. Prices subject to change without notice.

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## *Shipping from the Hilton Waikoloa Village*

The Hilton Waikoloa Village® utilizes FedEx Express and UPS for our shipping needs. Please see Executive Business Center for pick-up and delivery schedules. A Freight-Forwarding Form should be obtained from your Catering/Event Manager and completely filled out for shipping.

## **STORAGE**

Storage for your advance boxes and convention supplies is quite limited at the Hilton Waikoloa Village®. If you are anticipating shipping a large volume of materials, we suggest you consult your Catering/Event Manager as soon as possible to reserve a room or plan to utilize an area in your office or hospitality room set up. **Hotel cannot provide security. If shipping valuables, please make arrangements to hire and pay for outside security.** Please contact your Catering/Event Manager for specific pricing and instruction.

\*Required Information:

1. Your catering/event manager's name and department
2. Your event/conference name and date

\*\*Current prices as of 6/1/18. Prices subject to change without notice.