



BOX DELIVERY FORM

Company Name:		Delivery Date:		Booth Number:	
Street Address:			City, State & Zip Code:		
Phone Number			On-site Contact:		
Bill to Guest Room: (Provide Guest Name)			Bill to Credit Card: (LAST 4 DIGITS ONLY – DO NOT WRITE FULL CC ON FORM)		
<i>QTY</i>	<i>Shipping Charges (No Taxes)</i>		<i>PRICE</i>	<i>TOTAL</i>	
	Small Size Boxes (Boxes up to 25 lbs)		\$8.00		
	Medium Size Boxes		\$15.00		
	Large Boxes or Cases		\$25.00		
	Palate or Oversized		\$50.00		
<i>Total</i>					

Signature _____

PLEASE LABEL ALL BOXES ACCORDINGLY

Hilton West Palm Beach
 Attn: Brandon Holland
 600 Okeechobee Blvd
 West Palm Beach, FL 33401
 Insert Convention Name
 Hold For: **Your Company Name/ Booth #**
 Box: _____ Of _____



1. Boxes will be accepted 3 days prior to the conference. Due to limited storage we cannot guarantee storage space prior to that time period.
2. The vendor must provide their own moving equipment and packaging supplies. No moving equipment will be provided and any packaging supplies requested will be purchased at current prices.
3. Credit card payment will be due prior to delivery of any supplies.
4. All Boxes must be packed up and labeled for Pick Up at the end of the conference.
5. Vendor must schedule the pick up at the end of the conference with shipping company.
6. Any movement of boxes requested to be handled by the Hotel will be subject to current prices.

Sincerely,

Brandon Holland
Senior Event Manager
Brandon.Holland@hilton.com