

Capital Hilton Shipping Instructions

Please see below for the shipping information:

Package Inbound/Outbound Handling, Delivery & Storage Fees: Package Inbound/Outbound Handling & Delivery Fees		
Package Weight	Inbound/Outbound Handling fee	Package Delivered by hotel
Letters or envelopes	-	-
Boxes up to 29 lbs	\$5.00 per box	\$5.00 per box
Boxes 30 to 50 lbs	\$10.00 per box	\$10.00 per box
Boxes 51 to 75 lbs	\$15.00 per box	\$15.00 per box
Boxes 76 lbs or more	\$20.00 per box	\$20.00 per box
Pallets	-	\$350.00 per pallet
Crates	-	\$400.00 per crate

Ship to:

Capital Hilton

ATTN: NEMA/Name of Exhibitor + Exhibitor Company

1001 16th Street NW

Washington, D.C., 20036

Below are the charges for inbound/outbound handling fees:

* Handling fees apply for all packages received and handled by hotel. Delivery fees are only applicable when packages are delivered to meeting space or guest rooms by hotel staff.

* For pallet/crates, the receiving and delivery charges are consolidated into a single fee and must be delivered to meeting space by hotel staff. *

* Guests are given the option to charge fees to their guestroom as long as there is a valid reservation during the time a service is requested. If the receiver does not have a reservation, they will be directed to the front desk provide a credit card. No money orders or personal checks are accepted.