

Hilton Fort Worth Receiving Order Form

Loading Dock and Freight Elevator

- The front of the hotel is a thru street for the city as well as our Valet loading/unloading area.
- Exhibitors are prohibited from loading and unloading in this area
- Exhibitors must use the loading dock to load and unload

Facts about the Dock

- Truck Clearance: 12'8" (Truck must be a bobtail)
- Height of the loading dock: 46 & 3/4"
- Please note: The Hotel does not have a lift

Facts about the Freight Elevators

- There are 2 Freight Elevators
- Width: 67"
- Height: 94"
- Length: 103"
- Maximum Weight is 3000 lbs

Shipping Information

- We will gladly accept and store your boxes and shipments sent to the hotel for your event. The boxes will be secured in our Purchasing / Receiving Department and delivered to your exhibit table for set up.
- The exhibitor will be responsible for assisting with breaking down any pallets and moving boxes to their exhibit tables.
- Boxes will be stored and handled for a fee of \$5.00 per box per day.
- Pallets or skids will be stored for a fee of \$150.00. To arrange pallet delivery please email: Enrique.garcia@hilton.com
- The hotel is not responsible for any arrangements or expenses in association with the shipping of materials, merchandise, exhibits or other items to and from the hotel.
- Exhibitors are responsible for preparing all packages for shipping after show. This includes making arrangements for pick up.

Shipments are to be mailed to:

Hilton Fort Worth
815 Main Street
Fort Worth, TX 76102
NAME OF CONVENTION

Hold For: Name of guest who will receive package and Company Name

Please complete the order form below with all needs:

Name of Show or Event: _____ Date: _____

Exhibitor: _____

Contact Person: _____ Phone Number: _____

Shipping:

of boxes ____ x \$5.00 each = \$ ____

of Pallets ____ x \$150.00 each = \$ ____

Electricity:

All electricity needs must be communicated prior to event

Standard Electrical Outlet with Power Strip # ____ x # of days ____ x \$30.00= \$ ____

220 Volt Power Drop # ____ x # of days ____ x \$250.00= \$ ____

Wireless Internet:

Meeting space Wi-Fi is password protected and will cost \$25 per day.

Wi-Fi needed ____ days x \$25.00= \$ ____

Total Estimated Charges: \$ ____

**All services listed are subject to tax and service charges*