

Shipping:

Each company should provide the necessary information to the shipping department at the hotel for shipment of packages both to and from the conference. The AOCD will not be responsible for these charges.

Ship to: Hilton West Palm Beach

Attn: Catering/Event Manager
600 Okeechobee Boulevard
West Palm Beach, FL 33401
AOCD Current Concepts in Dermatology
Hold For: **Your Company Name**
Box ____ of ____

Be sure to include the following information:

Contact Name: _____ On-Site Cell Phone # _____

Is the onsite exhibitor a guest in our hotel? Yes ____ No ____

Approximate # of boxes: _____

Due to the large amount of conference materials being shipped in, please use the attached "Shipping Label". This will allow us to properly and accurately contain and store all your packages. The hotel understands it may be necessary to ship packages in advance for your group. We ask that you restrict the arrival to no more than three (3) days prior to your event due to the limited storage space that is available. Packages received more than three (3) days prior to an event will be charged an additional 50% charge for each additional day.

Package Fees:

Up to 25lbs - \$5 per box

25lbs – 50lbs - \$10 per box

Pallet or Oversized Items - \$50 each

Loading Dock:

The Hotel Loading Docks are located on the ground level for access to the Ballrooms. Due to the limited number of dock spaces at the Hotel we require a load in and load out schedule so we can plan accordingly. While we make every attempt to have a dock space available, all in and out access will be regulated by the Hotel's Security Department as Hotel deliveries take priority. The contractor/vendor is responsible for maintaining the docks and dock basin on a daily basis. All trash must be disposed of properly on a daily basis.

Upon approval of the Loading Dock Manager, trucks and containers may be **temporarily** parked at the Hotel Loading Dock and must be removed as soon as they are emptied. Vehicles used in the delivery, transportation, or storage of equipment cannot be left on Hotel property overnight. Arrangements for removal of vehicles or containers will remain the responsibility of the contractor/vendor. Any vehicles left on Hotel property overnight, without written hotel approval, will be towed at the vendor's expense.

Return Shipping:

We are happy to partner with FedEx and UPS shipping. Upon teardown of your exhibit, please package and secure all contents. Also please affix your **own** shipping label. Once packages are ready for shipment, the Hotel will coordinate movement of the package for pick up. Above package fees will apply.

The Hotel is not responsible for providing shipping labels, packing materials or scheduling pickups

