



Shipments are to arrive no sooner than three (3) working days from the first day of the event. Each box must weigh less than 50 pounds. Special arrangements must be made for receiving any equipment, goods, displays or other materials, which will be delivered or brought in to the Hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required. Any materials being sent to the Hotel must be as follows:

Hilton Orange County/Costa Mesa
3050 Bristol Street
Costa Mesa, CA 92626

HOLD FOR:

(Name of On-Site Contact/Company)
(Group, Conference or Seminar Name)
(Date of Function)
(Number of Boxes, ex: 1 Of 2)

Group will be assessed a delivery fee (50% of delivery fee is distributed to Banquet Set-up Staff and the remainder is retained by the Hotel) for the storage/transportation of boxes and material to Meeting/Function/Exhibit space is based on the following scale:

5 Boxes or less.....	\$5.00 / Each
6 – 10 Boxes	\$50.00
11 – 20 Boxes	\$100.00
21– 30 Boxes	\$200.00
31 – 50 Boxes	\$300.00

Boxes arriving on wrapped pallets and moveable by hand-powered pallet jack\$50.00, any other special deliveries must be approved prior to shipping by the Group's assigned Sales/Convention Services/Catering Manager. Appropriate delivery fees will apply.

To follow up on package arrivals or shipments please contact the Hilton Orange County/Costa Mesa's Shipping and Receiving Department at (714) 438-4959 during regular business hours.

3050 Bristol Street
Costa Mesa, CA 92626
(714) 540-7000
(714) 438-4993 fax