



Hilton

New Orleans Riverside

SHIPPING & RECEIVING PROCEDURES

In order to ensure proper delivery of your boxes, please address all boxes as follows:

Client/Guest Name
Hilton New Orleans Riverside
2 Poydras Street
New Orleans, LA 70140
(Convention Group Name)
(Convention Group Date)

PACKAGE HANDLING FEES

Letter / No Charge
1 - 5 lbs. \$8.95 / PER
6 - 20 lbs. \$16.95 / PER
21 - 40 lbs. \$29.95 / PER
41 - 50 lbs. \$39.95 / PER
51 lbs.+ \$59.95 / PER
Display Case \$39.95 / PER
Crate \$59.95 / PER
Pallet \$149.95 / PER

PACKAGING STORAGE RATES PER DAY

Parcels \$5.00
Crates \$75.00
Pallet \$25.00

Packages can be retrieved from the 2nd Floor Business Center.

Email address is penfields6@penfields.com

**Hours are: Mon - Fri 7am - 9pm
 Sat/Sun 8am - 6pm**