

# Hilton Daytona Beach Oceanfront Resort

## Decorator Package Shipping Instructions

### INBOUND PACKAGES

Two different options are available for every Decorator package arriving at the property's loading dock.

A. **Immediate Release Packages**

Provided that the Decorator is on the property and ready to take possession/custody of the packages upon their arrival, Resort will complete an immediate release of the Decorator labeled packages to the Decorator as soon as packages are received from the carrier.

B. **Received and Processed Packages**

Any Decorator packages received and processed by Resort that are stored overnight will incur applicable receiving fees. Payment by the Decorator will be required at the time of package release. As a sign of our partnership with Decorators, we are pleased to offer discounts of the retail handling fees assessed on processed packages.

To provide a seamless experience for guests, and reduce confusion regarding package locations, Decorators are encouraged to emphasize the off-site receiving address for event shipments. This workflow will avoid handling fees on Decorator packages delivered directly to the property.

### OUTBOUND PACKAGES

The Resort is available to setup an outbound shipping desk within or near the meeting space to handle outbound shipments, as long as advanced notice and approval is provided during the event planning stages. Outbound handling fees apply to all outbound packages taken into possession by Resort's Shipping and Receiving.

#### **Shipping & Receiving**

Hilton Daytona Beach Resort  
100 North Atlantic Ave  
Daytona Beach, F 32118

#### **Shipping & Receiving Supervisor**

##### **Steven Madeus**

Phone : 386-944-1381

email [smadeus@daytonahilton.com](mailto:smadeus@daytonahilton.com)

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. The Resort does not provide such insurance. Neither the Resort, nor the employees, agents or contractors of Resort will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Resort may establish from time to time for receiving and delivering of packages.

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## Outbound Shipping Instructions for Events

### HOW TO SCHEDULE OUTBOUND SHIPPING

A Resort Team Member can be made available at the meeting room listed below to assist and accept outbound packages

Meeting Room: \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: : \_\_\_\_\_

Event Name: : \_\_\_\_\_

Event Contact Name: : \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**Shipping & Receiving**  
Supervisor

**Steven Madeus**

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### Follow these 4 steps to expedite the processing of your package

1. Complete a Shipping Airbill Form and be sure to include the Carriers account number, as well as your personal or business return address and not the address of the property.  
Please note: Outbound handling fees are applied to all packages, regardless of carrier, and are assessed in addition to the shipping/transportation charges.
2. Ensure all of your packages are properly sealed.
3. Affix the carrier's airbill form to each outgoing package.
4. Take your package(s) to Shipping & Receiving processing area during the times listed above

Once you have completed the steps above, Shipping and Receiving will process your package(s) and securely store them until release to the carrier. Retain your tracking number(s) and you're all set!

### OUTBOUND HANDLING FEES

PACKAGE WEIGHT	INBOUND Pick Up by GUEST	INBOUND Delivery by HOTEL	OUTBOUND Drop Off by GUEST	OUTBOUND Pick Up by HOTEL
Envelopes up to 1.0 lb.	\$2.00	\$5.00	\$7.00	\$10.00
0.0 – 1.0 lb.	\$2.00	\$5.00	\$7.00	\$10.00
1.1 – 10.0 lbs.	\$10.00	\$15.00	\$15.00	\$20.00
10.1 – 20.0 lbs.	\$15.00	\$20.00	\$20.00	\$25.00
20.1 – 30.0 lbs.	\$20.00	\$30.00	\$25.00	\$35.00
30.1 – 40.0 lbs.	\$25.00	\$40.00	\$30.00	\$45.00
40.1 – 50.0 lbs.	\$25.00	\$50.00	\$30.00	\$55.00
50.1 – 60.0 lbs.	\$35.00	\$50.00	\$40.00	\$55.00
60.1 – 150.0 lbs.	\$35.00	\$70.00	\$40.00	\$75.00
Pallets & Crates*	\$150.00 or \$0.75/lb. 200 lbs.	\$150.00 or \$0.75/lb. 200 lbs	\$150.00 or \$0.75/lb. 200 lbs	\$150.00 or \$0.75/lb. 200 lbs.

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.75/lb. > 200 lbs., which is applied to each pallet/crate handled.

Items that require extra handling, such as pallet/ crate breakdown or build up, multiple pickup or de- livery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each Resort team member dedicated to perform these additional services