



## **KINGSTON RESORTS**

### **Package Handling Form**

#### **Proper Labeling for all Shipments:**

**Exhibitor Contact Name**

**Vendor Company**

c/o Embassy Suites at Kingston Plantation

9800 Queensway Blvd

Myrtle Beach, SC 29572

**RE: Event/Conference Title**

*Please complete grid below. Incomplete requests may be rejected. This form must be received before packages are sent to the hotel to ensure acceptance of the credit card to be charged.*

EMAIL COMPLETED FORM TO: Caroline Neeves, Event Services [Caroline.Neeves@Hilton.com](mailto:Caroline.Neeves@Hilton.com)

#### **Guest Information:**

<b>Name:</b>	<b>Name of Conference:</b>
<b>Vendor Name:</b>	<b>Vendor Booth #:</b>
<b>Event Date:</b>	<b>Today's Date:</b>

#### **Package Handling Charges:**

<b>Package Size</b>	<b>Receiving Ship (Includes Storage)</b>	<b>Total # of Packages</b>	<b>Total Price</b>
Under 20 Pounds	\$15.00/ Per Package		
Over 20 Pounds	\$30.00/ Per Package		
Crate/Pallet	\$250.00/ Per Crate/Pallet		
		<b>Final Total:</b>	<b>Final Total:</b>

**\*\* Please note you will be receiving a secure payment link for Credit Card Authorization and payment.**

**\*\* In order for you to receive shipments, you must fill-out payment link provided.**

**\*\* Please allow 3 to 5 business days to receive your payment link. Kindly note that these links are time-sensitive and must be submitted within the designated timeframe.**

#### **Shipping Procedures:**

1. All Shipments must be properly labeled.
2. Boxes should be received no earlier than **3 days prior** to start of meeting.

#### **Retrieving Procedures:**

1. Packages can be retrieved through conference services.
2. All packages will be held and stored with hotel security.

#### **Pick Up Procedures:**

1. After conference any boxes to be shipped out of the hotel must be properly labeled and packaged with shipping label. All packages should be left at vendor table. The hotel will retrieve packages and bring to rear loading dock for pick up.
2. Guest is responsible for contacting their shipping company for pick up. Any boxes not picked up 3 days after event will be discarded.