



## Shipping Information and Freight Handling Form

Please return this form with your credit card authorization form. The Hilton Houston Post Oak shall not be liable for piece count or condition of any shipments received without individual/carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures.

### INSTRUCTIONS

1. All shipments must be sent prepaid. Collect shipments will not be accepted.
2. The Hilton Houston Post Oak ("Hilton") will **ONLY** accept packaged shipments, including crates, boxes and skids. No loose shipments will be accepted unless the delivering carrier cannot deliver the shipment to the facility.
3. Other conditions are applicable on 2<sup>nd</sup> page.
4. Outbound bill of lading must be filled out & turned into the Conference Contact. If designated carriers are to be used, the exhibitor must make those arrangements directly with the carrier. If no return information is provided, storage charges will be applied or shipped back to origin at the exhibiting company expense.

### SHIPPING INFORMATION

All packages should be identified for shipping with the following labels:

To: Hilton Houston Post Oak  
 Attention: \*  
 2001 Post Oak Boulevard  
 Houston, TX 77056  
 Phone: 713-961-9300  
 Fax: 713-961-1557  
 Email: \*

For: (Group Name)  
 Dates: \*  
 (Client/Contact) Name: \_\_\_\_\_  
 Hold for Arrival Date: \_\_\_\_\_

**This package is \_\_\_\_\_ of \_\_\_\_\_ items in shipment.**

### FREIGHT HANDLING RATE SCHEDULE

Rates below include receipt of your freight, delivery to the booth, storage, return of empty crates and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/move-out times.

<b>SHIPPING:</b> All Charges are per each individual package and are subject to 8.25% sales tax			
# of items	ITEM	PRICE	TOTAL
	Envelopes	\$10.00 each	
	Package 0-49 lbs.	\$25.00 each	
	Package 50 lbs – 100 lbs.	\$50.00 each	
	Pallet / Crate	\$150.00 each	
<b>STORAGE:</b> Inbound Packages may be received and held in storage on or after (Date) * Outbound Packages must be removed from Hotel by (Date) *			
	Charges apply to storage of items prior to: _____	\$10.00 per day	
	Charges apply to storage of items after: _____	\$25.00 per day	
	<b>TOTAL</b>		

Contact Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Event Name: \_\_\_\_\_  
 Booth #: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

## INBOUND SHIPMENT – FOR EVENT

1. Shipper _____ From (City/State) _____ Carrier _____ Total # of pieces _____	Date Shipped _____ Estimated Arrival Date _____ Tracking Number _____ Total Weight _____
2. Shipper _____ From (City/State) _____ Carrier _____ Total # of pieces _____	Date Shipped _____ Estimated Arrival Date _____ Tracking Number _____ Total Weight _____

Contact Name: _____	Event Name: _____
Company Name: _____	Booth #: _____ Phone: _____
Mailing Address: _____	Email: _____
City, State, Zip: _____	Date: _____
Print Name: _____	Signature: _____

All orders are subject to Terms & Conditions.

### Limits of Liability for Shipping / Receiving

1. It is understood that the Hilton Houston Post Oak (“Hilton”) is not an insurer and that insurance, if any, should be obtained by the exhibitor. The exhibitor should consult with its insurance carrier for proper insurance coverage for its material from the time they leave exhibitor’s premise until they are returned following close of show. Hilton does not provide insurance coverage and its fees do not include an insurance premium.
2. Hilton shall not be liable for damage to uncrated materials, materials improperly packed, or concealed damage. The contents or condition of contents of packages are not known to Hilton.
3. Hilton shall not be liable for loss, damage, theft or disappearance of materials after same have been delivered to exhibitor’s booth.
4. Hilton shall not be liable for loss, damage, theft or disappearance of materials before they are picked up from exhibitor’s booth for reloading after the show. Exhibitor recognizes there will be a lapse of time between completion of packing and actual pick-up of materials. Bills of lading covering outgoing shipments, which are furnished to Hilton by the exhibitor, will be checked at time of actual pick-up from booth and corrections made if discrepancies occur.
5. Hilton shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any other causes beyond its control.
6. Hilton shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
7. Hilton’s liability is limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Hilton’s maximum liability shall be limited to the lesser of \$.10 per pound per loss or damaged item or \$50 per loss or damaged item. This sets forth Hilton’s sole obligation and liability in the event of a valid claim and shall constitute exhibitor’s sole remedy and shall operate as a release by exhibitor of all claims and damages of exhibitor arising out of loss or damage to materials. Hilton shall have no other obligation or liability with respect to the materials, whether based on contract, negligence, strict tort, or otherwise.
8. Hilton will not be responsible for loss of or damage to empty containers or materials therein during removal, storage or return to booth.
9. Claims for loss or damage must be submitted in writing to Hilton prior to the close of the show, otherwise, Hilton shall have no liability whatsoever for any loss or damage. No suit or action shall be brought against Hilton more than one year after the accrual of the cause of action.
10. Affixing labels is the sole responsibility of the exhibitor or its representative. All previous labels should be removed or obliterated. Hilton assumes no responsibility for exhibitor’s failure to follow the above procedures; removal of containers with old empty labels or without Hilton labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels.
11. Delivery of a shipment to Hilton by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth herein.
12. Hilton shall not be liable for damage to exhibitor’s materials or equipment when pallet jack operator is under the supervision of the exhibitor or the exhibitor’s representative.
13. Hilton shall not be liable for piece count or condition of any shipments received without individual/carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures.