



Exhibitor
Shipping and Receiving
Convention Services Service Order

Conference Name: Professional Insurance Agents

Conference Date: July 25-28, 2023

The Hotel requires that arrangements for delivery of packages be made through the Convention Services Department. Exhibitor is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from hotel. Hotel is not able to receive COD packages. The Hotel policies of safe handling are based on advice from the United States Postal Service (USPS) and the federal Center for Disease Control and Prevention (CDC).

Any materials being sent to the Hotel must include the following information:

- **Address package to hotel as follows:**
Hilton Virginia Beach Oceanfront, 3001 Atlantic Ave., Virginia Beach, VA 23451
- **Hold for Arrival – Attn: (Guest’s Name / Organization Name / Conference Name)**
- **Complete return address**
- **Number of packages (Example: Box 1 of 2, Box 2 of 2, etc.)**
- **Date the function is being held**

Handling and storage charges for inbound and outbound items will be applied as follows:

- 1 to 20 lbs. \$3.00 per item
- 21 to 99 lbs. \$10.00 per item
- 100+ lbs. \$20.00 per item
- Palette \$50.00 per palette

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The exhibitor is responsible for insuring its property for loss or damage. Palette items will not be accepted without **seven (7) days** advance notification. Please contact the Group’s Hotel representative for details. Due to limited storage space, packages cannot be stored more than **three (3) business days prior to the start of the conference**.

Payment: Total Charges based on shipped items: \$ _____

Note: There will be a 6% tax & 24% service fee = (1.3024) on the total amount

TOTAL AMOUNT DUE WITH TAX & SERVICE FEE: \$ _____

- **Packages delivered to the hotel without a completed Service Order and Credit Card Form will be held in the hotel’s receiving department until payment has been provided and made.**
- **Outgoing Shipping: The hotel banquet staff will arrange to have SEALED AND LABELLED packages brought to our Shipping Department for pick-up by the appropriate carrier. It is the vendors responsibility to seal and label all packages.**



**Shipping and Receiving
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Credit Card Authorization Form**

Conference Name: Professional Insurance Agents

Conference Date: July 25-28, 2023

Date: _____

I, the undersigned, authorize The Hilton Virginia Beach Oceanfront Hotel, to charge the below amount to the credit card provided below:

Credit Card Number: _____

Expiration Date: _____

TOTAL AMOUNT DUE WITH TAX: \$ _____

Company Name: _____

***** The Credit Card will be processed prior to the start of the vendor show. *****

***** A paid receipt will be sent to the email address on this form ****

Card Holder's Signature: _____

Card Holder's Name: _____

Billing Address: _____

Daytime Telephone #: _____

E-Mail Address: _____

All blanks must be completed before hotel can process authorization.

Please Return To: Brenda Bedwell
Convention Service Manager
Hilton Virginia Beach Oceanfront
3001 Atlantic Ave.
Virginia Beach, VA 23451
Phone (757) 213-4348
Fax: (757) 213-3430
Email: brenda_bedwell@hiltonvb.com