



***Shipping to DoubleTree:***

Please ship items directly to the DoubleTree and include the following information:

**Name and Date of Event**

**On-Site Contact of Person Claiming Packages**

**DoubleTree by Hilton Portland**

**1000 NE Multnomah**

**Portland, OR 97232**

\*\*We ask that boxes be shipped no earlier than (3) business days prior to your event.

\*\*Parcels can be claimed at our Front Desk or Concierge Desk located in the main lobby or with the Banquet Department. A banquet captain or staff member can assist you on site.

***Pricing to Receive and to Ship Packages/ Inbound and Outbound:***

Large Envelope: Complimentary

Individual Package: \$5 per package

Pallets or Crates: \$50 per pallet receiving fee + \$50 per day fee to store the pallet + a \$50 labor fee to deliver the pallet to the meeting space.

\*\*\*Please note: The DoubleTree recommends that shipments of pallets should be arranged through a drayage company to be delivered on the day of set up. If this arrangement is made, no charges will be incurred. If shipped directly to the hotel, the above fees apply.

***Shipping from the DoubleTree:***

Fed Ex and UPS pick-ups occur Monday-Friday at 10am and 3pm. If you are shipping via these methods, you can expect your boxes to be shipped out the following business day. Labels can be provided if needed by our Concierge Staff or Banquet Staff. Individuals are welcome to provide their own labels. If boxes need to be shipped out at a specific time, it is up to the person shipping out the boxes to arrange for their own pick-up by a specified courier. Please feel free to see our Concierge Desk if you need additional assistance. Please notify the Concierge Desk or Banquet Staff when your packages are ready and labeled to be picked up to ship out. \*\*\*Please do not just leave your packages in a meeting room. The DoubleTree will not be held responsible for parcels left unattended.