

In-Bound Shipping Instructions

To eliminate any package delays please utilize the addressing instructions below. All packages received by The UPS Store require a signature release before leaving The UPS Store custody. Release signatures are captured at the time of package pickup at The UPS Store, or during delivery to the recipient. In-bound receiving and handling fees will be applied to all package(s). Fees applied are in addition to standard shipping rates.

Use only the individual guest name for the field below who will be on site to sign for the package(s). Please DO NOT address your packages to a hotel employee or Event Manager as this could cause the package to be delayed. Deliveries can be scheduled prior to arrival at the hotel by calling The UPS Store at 503-499-4242, or upon arrival by calling from a house phone.

To ensure proper delivery time for your event, please schedule your package to be delivered to the hotel one or more days prior to the start of your event. Packages scheduled to be delivered on the day of your event may cause a delivery delay.

Shipments for Meetings:

Affix a label with the following information in addition to the air bill

Hilton Portland Downtown
(Event Name) (Arrival Date)
 Hold for Guest **(Guest name) (Guest Cell Number)**
(Guest Company Name) (Booth Number)
 921 SW 6th Ave
 Portland, OR 97204- 1202

Shipments for Individual Guests:

Hilton Portland Downtown
 Hold for Guest **(Guest Name)**
(Arrival Date) (Guest Cell Number)
 921 SW 6th Ave
 Portland, OR 97204-1202

Out-Bound Shipping Instructions

Please affix a completed carrier waybill to each package to expedite the process for out-bound shipments. If you do not have a completed waybill, see The UPS Store for assistance. Boxes, carrier envelopes, and shipping supplies are available at The UPS Store. Pickup of out-bound shipments by any carrier other than UPS or FedEx must be coordinated with The UPS Store. Out-bound fees are in addition to standard shipping rates.

Handling Fees

Fees are in addition to standard shipping rates. All handling fees can be applied to a guest room/master account or paid in The UPS Store with a credit card or cash.

<u>Weight</u>	<u>Handling Fee</u>
Carrier Envelope	\$4.00
Padded Pack	\$6.00
0 - 10 lbs	\$8.00
11 - 20 lbs	\$15.00
21 - 40 lbs	\$25.00
41 - 60 lbs	\$50.00
61 - 100 lbs	\$75.00
101+ lbs	\$130.00
Pallets	\$300.00

If package is not claimed by 90 days, all rights to contents of package will be forfeited by customer and/or sender.

Terms & Conditions: Receiving and storage charges are payable at the time of pickup or 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. Neither the Hotel nor The UPS Store provide such insurance. Neither the Hotel, The UPS Store nor the employees, agents or contractors of either firm 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 at the Hotel, 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 Hotel, you agree to be bound by any additional terms and conditions that the Hotel or The UPS Store may establish for receiving and delivering your packages.

**Prices are subject to change.

For UPS Account Holders:

UPS labels must be made prior to sending their shipment out. You will need the Account # and password to login.

Unfortunately we are UNABLE to create a UPS label on a separate account as we are a franchise.

Labels can be emailed to us for print at: store6302@theupsstore.com or visit the “connectivity center” by Hop City to login to a computer and print from there.

For FedEx Account Holders: (Handled by the Concierge Desk)

FedEx Express can be done through the bell staff at the concierge desk, they will have waybills to fill out, and you will need your Account # for this option.

FedEx Ground shipments would need to be pre-labeled or would need to be done through the Account online. You will likely need your Account # and password for login as.

Label, again, can be emailed for us to print at: store6302@theupsstore.com or visit the “connectivity center” by Hop City to login to a computer and print from there.

Outbound Pallets & Freight:

These will need to be palletized by the receiver of the freight, or they will incur a \$100 palletizing fee.

Vendors, be sure to have your BOL (bill of lading) ready with your freight, or ensure the driver will bring it. (Freight drivers should have a lift gate on their truck, be sure to notify the freight company in advance of this)

Retail UPS Store Shipping:

Be sure to inform us of any shipments that need to be handled and we can grab the materials directly from the booth area, and bring to the store. You would need to follow us to provide shipping instructions and for payment. These charges can be billed to the room or put on a card or with cash.

This is a retail store, so the prices will be retail priced, so consider that when figuring out the outbound shipments.

Pertinent Information:

Email: Store6302@theupsstore.com

Phone (Direct): 5032083352

Phone (Hotel Line): 4264

Hours: Mon-Fri 7:30a to 6:00p

Sat 10:00a to 4:00p

2019 AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY		ZIP CODE
TELEPHONE NUMBER		DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least **21 days prior to delivery**. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Event Technology Support on equipment/service pricing. An electronic receipt will be emailed to you.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

Form Submission – Email completed forms to: mgaeta@psav.com

Event Technology Support – A 23% Event Technology Support charge will apply to all orders.

MONITORS/LAPTOP

	QTY.	Price Per Day
■ 32" Monitor, table-top stand	_____	\$290+Labor
■ 46" LCD Monitor w/ rolling stand	_____	\$570+Labor
■ 55" LCD Monitor w/ rolling stand	_____	\$670+Labor
■ 60"+ Monitors w/ stand	Please contact PSAV for quote	
■ Laptop	_____	\$225

INTERNET

	QTY.	Price Per Day
■ Basic Wired Connection <i>up to 1.5Mbps (Shared)</i>	_____	\$165
■ Superior Wired Connection <i>up to 3Mbps (Shared)</i>	_____	\$300
■ Basic Wi-Fi Connection <i>up to 1.5Mbps (Shared)</i>	_____	\$25
■ Superior Wi-Fi Connection <i>up to 3Mbps (Shared)</i>	_____	\$50
■ Dedicated Bandwidth		\$1,500 & up Call for details.

PROJECTION

	QTY.	Price Per Day
■ LCD projector package	_____	\$600+Labor

POWER

	QTY.	Price Per Day
■ 5 Amp Single Plug (Most Common)	_____	\$45
■ 15 Amp Single Plug	_____	\$190
■ Additional Power	Please contact PSAV for quote	
■ 25' AC cable	_____	\$21
■ Power strip	_____	\$21

A 23% EVENT TECHNOLOGY SUPPORT CHARGE APPLIES TO ORDER

SPECIAL REQUESTS

Micah Gaeta

Hilton Portland Downtown & The Duniway
921 Southwest 6th Avenue, Portland, OR 97204

■ office: 503.946.9503 ■ email: mgaeta@psav.com



Hilton Portland Downtown

Load in Specifications

Loading Dock

- ◆ Opening of Loading Dock is 36'-6" to sidewalk, 20'-6" Wide ,13'-6" High
- ◆ (2) Loading Bays (cannot have Semi Trucks in either bay) **48' to sidewalk**
- ◆ Measurements do not include sidewalk
- ◆ Street Parking Maximum length = 107.6"
 - located on Taylor Street between 6th Ave and Broadway

Dock Measurements

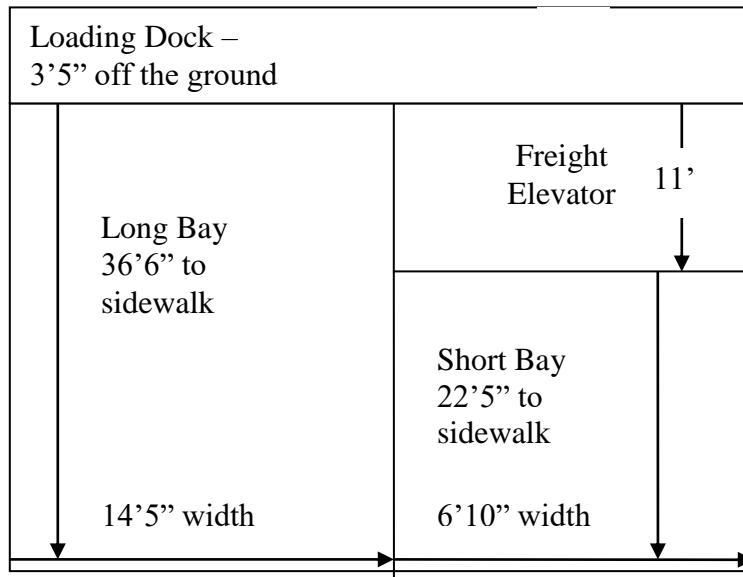
- | | L | W | H |
|---|--------|--------|--------|
| ◆ Long Bay | 36'-6" | 14'-5" | 13'-6" |
| ◆ Short Bay | 22'-5" | 6'-10" | 13'-6" |
| ◆ Short Bay loads directly into Freight Elevator | | | |
| ◆ Loading Dock Height is 3'5" from the street level | | | |

Elevators

- | | L | W | H | Inside | Capacity |
|-----------|-------|-------|--------|--------|----------------|
| ◆ Freight | 11' | 4'-8" | 6'-8" | | # 6000 1 Only |
| ◆ Service | 5'-4" | 3'-9" | 6'-11" | 8'-2 " | # 3000 3 Total |

Diagram of Dock (not to scale):

Door to Service Elevators



Sidewalk & Opening on Taylor Street

Service Elevator Diagram

Questions or Concerns:
Please contact Lydia or Josh
@ 503-220-2557

