



Shipping & Receiving

With prior notification and approval from the hotel, packages for meeting may be delivered to the hotel three working days prior to the meeting date. The following information should be on all packages:

Hilton Chicago/Oak Brook Hills Resort & Conference Center
3500 Midwest Road
Oak Brook, IL 60523

Group name _____

Name of hotel contact _____

Name of the exhibit contact person _____

Date of the function _____

___ of ___ (ex. 1 of 10)

Any alternative arrangements are to be approved by hotel prior to shipping. Group/Customers are responsible for the return shipping on all package. A charge will be applied for receiving and shipping based on amount of packages being shipped to hotel. A Sertifi Credit Card Link will be need to be completed before packages are received and transported

- \$300.00 per pallet
- \$50.00 per crate or display case
- \$5.00 per box

Please provide the following Vendor/Exhibitor information:

Name of Company Delivering: _____

Contact Person Delivering: _____

How Many Packages: _____

Estimated Arrival Date: _____

Tracking Number: _____

Email Sertifi Credit Card to: _____