



**Exhibitor**  
**Shipping and Receiving**  
**Convention Services Service Order**

**Conference Name: IPMA-HR Southern Region Conference Date: May 17 – 19, 2015**

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 must be notified in advance of shipping to ensure proper acceptance of items upon arrival at Hotel. Any alternate arrangements are to be approved by Hotel Representative. 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:

- 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
- Address package to hotel as follows:  
Hilton Virginia Beach Oceanfront, 3001 Atlantic Ave., Virginia Beach, VA 23451

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, additional storage charges will be applied to packages stored more than **three (3) business days**.

**Payment:** Total Charges \_\_\_\_\_ + \$25.00 Late Fee (See Above) = \$ \_\_\_\_\_

**Note:** There will be a 6% tax on the total amount                                 **Plus Tax (6%)**

**TOTAL AMOUNT DUE WITH TAX: \$ \_\_\_\_\_**



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**Credit Card Authorization Form**

**Conference Name: IPMA-HR Southern Region Conference Date: May 17 – 19, 2015**

Date: \_\_\_\_\_

Dear Management:

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

\_\_\_\_\_ Expiration Date \_\_\_\_\_.

**TOTAL AMOUNT DUE WITH TAX: \$**\_\_\_\_\_

Company Name: \_\_\_\_\_

**\*\*\*Your Credit Card will be processed at the time we receive the information.\*\*\***

Card Holder's Signature: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**\*\*\*\*\*A COPY OF THE FRONT AND BACK OF THE CREDIT CARD IS REQUIRED\*\*\*\*\***

*All blanks must be completed before hotel can process authorization.*

Please Return To: Melissa Krick  
Convention Services Assistant  
Hilton Virginia Beach Oceanfront  
3001 Atlantic Ave.  
Virginia Beach, VA 23451  
Phone (757) 213-3455  
Fax: (757) 213-3430  
Email: melissa\_krick@hiltonvb.com