



All parcels and freight being shipped and received by the Hilton Sedona Resort at Bell Rock are subject to the following procedures handling and storage fees.

Package Receiving Information

- **\$5.00 handling charge per box received.** This charge includes box movement and storage for 3 days prior to the beginning of the groups scheduled event. Any boxes over 30 pounds are charged at 20 cents per pound.
- **\$200.00 handling charge per pallet received.** (Please note our resort does not have a loading dock. All heavy or large freight deliveries require trucks with a lift gate. The resort is not responsible for additional fees incurred to the client if extra or different equipment is needed for delivery.)
- **\$5.00 storage fee per additional day per package for packages arriving to the resort more than 3 days prior to the beginning of the groups scheduled event.**
- **\$50.00 storage fee per additional day per pallet for pallets arriving to the resort more than 3 days prior to the beginning of the groups scheduled event.**
- **All boxes are stored in our shipping and receiving area. Please contact our shipping and receiving department through the front desk.**
- **To ensure identification of your groups packages all packages must be shipped to the hotel with the following information:**

**Hilton Sedona Resort at Bell Rock
90 Ridge Trail Drive
Sedona, AZ 86351
Guest Name/Company Name
Arrival Date
Group Affiliation**

Package Shipping Information

- **Arrangements for package shipping are to be made through the shipping and receiving department. Contact: Kelli Davila, 928-284-6918, kelli.davila@hilton.com**
 - **All outbound packages require a completed shipping form.**
- **All outbound packages require items to be packaged by the group and ready to ship.**
 - **\$5.00 handling charge per package shipped**
 - **\$200.00 handling fee per pallet shipped**
- **\$5.00 storage fee per additional day per package for packages left at the resort more than 3 days past the ending of the groups scheduled event.**
- **\$50.00 storage fee per additional day per pallet for pallets left at the resort more than 3 days past the ending of the groups scheduled event.**
 - **Shipping forms are available upon request.**
 - **The cut-off time for shipments is 1PM for Fed Ex and 3PM for UPS.**
- **Due to the remote location of Sedona, no overnight shipment is guaranteed.**

Client Package Receiving & Storage Fee Form

Senders Name: _____

Return Address: _____

Recipient Name: _____

Group Name: _____

Group Contact Name: _____

Expected Arrival Date: _____

Will you be staying at the Hotel: ☐ YES ☐ NO

Number of boxes to be received _____ @ \$5.00 per box = _____

Boxes which are greater than 30 pounds, (Weight) @ .20 per pound = _____

Pallets _____ @ \$200.00 per pallet = _____

Additional Days of Storage (more than 3 days) _____ @ \$5.00 per day = _____

Additional Days of Storage for Pallets (more than 3 days) _____ @ \$50.00 per day = _____

Method of Payment

☐ Credit Card

☐ Master Account

☐ Guest Room Account

If paying By Credit Card please call 928-284-6918, between the hours of 8AM - 4 PM PST Monday through Friday to give credit card information over the phone.

If paying by Guest Room Account please list:

First and Last name: _____ & Hotel confirmation number _____

Charges will be applied upon receiving the package

*All Master Account Charges **MUST** be approved by the Groups Meeting Planner*

Please note the resort does not have a loading dock, heavy or large freight requires delivery trucks with lift gates.

Client Outbound Shipping Request Form

Please complete the following information and attach this slip to your shipment, one per address.

Sender's Information: ***Please Print Very Clearly*******

Guest Name: _____ Room #: _____ Date of Stay: _____

Phone: _____ Email: _____
(Request for tracking # information only)

Recipient Address: [] Residential [] Commercial

Company Name: _____

Attention: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

Ship Via:

FedEx:

- [] Overnight
[] 2nd Day
[] Express Saver
[] Ground (pick-up will be day after it is called in)

UPS: Note: Hotel does not create shipping labels at property, however can have package picked up by UPS

- [] Next Day
[] 2nd Day
[] 3 Day Select
[] Ground

Hotel will call to schedule pickup for FedEx. Please note that FedEx requires pickup call by 2:00 PM daily, and UPS comes before 9am daily. Packages looking to be sent via FedEx after 2pm will be next day and packages sent via UPS given to hotel after 9am will be next day.

Number of Package(s): _____

Contents: _____

Please Select a Method of Payment:

[] Shipping Account Number: _____ [] Charge to Room #: _____

[] Pre-paid [] Credit Card - E Sertifi Payment at Front Desk

Insure? [] No [] Yes Value Amount: _____

I understand that Hilton Sedona Resort at Bell Rock is not responsible for the packing of personal items to be shipped from the hotel. I will prepare the items for shipment myself and understand that the Hilton Sedona will only ship according to how the Shipping Request Form has been filled out. The Hilton Sedona is not responsible for any inaccuracies or incomplete information on the Shipping Request Form.

Signature: _____ Date: _____

Subject to a \$5.00 Processing Fee
