

Hilton Sedona Resort at Bell Rock Shipping Instructions

Please use the address below for all exhibit packages being shipped to the Sedona Hilton Resort for the 2019 AzAAP Annual Pediatrics in the Red Rocks Conference scheduled for Thursday, June 27, 2019 - Sunday, June 30, 2019 (**exhibitor set-up is scheduled to take place on Thursday, June 27 at 2pm**).

Example address label:

<p style="text-align: center;">Hilton Sedona Resort at Bell Rock Attn: Tim Pryer 90 Ridge Trail Drive Sedona, AZ 86351</p> <p style="text-align: center;">HOLD FOR: 2019 AzAAP Conference June 28-30, 2019 EXHIBITOR: <u> (Enter Exhibitor Name)/ Guest Name </u></p>
--

To assist with getting packages delivered to your exhibit table in a timely manner, it will help to prepay the resort's shipping fees using the payment authorization form enclosed. The form can be sent to Tim Pryor's attention at Timothy.Pryer@Hilton.com.

*Please note, because of limited storage facilities, the Sedona Hilton Resort has requested that items arrive **no earlier than June 21, 2019 (4 business days prior to event)**. Additional charges will be applied to those packages shipped earlier than this date.*

Package Receiving Information & Charges

- \$5.00 handling charge per box will be assessed for each box received and shipped. This charge includes box movement and storage for 4 days prior to the beginning of the groups scheduled event and 3 days after the event. All boxes over 50 pounds are charged at 15 cents per pound.
- \$110.00 handling charge per pallet received and shipped.
- A storage fee of \$2.00 fee per additional day, per package and \$25.00 per additional, day per pallet for shipments arriving early or not picked up after the above guidelines.
- All shipping charges will be due on site and payable to hotel directly.
- AzAAP will not be responsible for any shipping charges.
- All boxes are stored in our shipping and receiving area. Please contact our shipping and receiving department through the front desk.
- Due to the remote location of Sedona no overnight shipment is guaranteed.
- Outbound shipping form will be available upon request on site.
- The cutoff time for outbound shipments is 1PM for Fed Ex and 3PM for UPS.
- The Same charges will be incurred for outbound shipping as well.

It would be beneficial to provide Tim Pryer, the Shipping Clerk, with any tracking information so that he can assist you in monitoring delivery dates or shipping delays. Tim can be reached directly at (928) 284-6912 or by email at Timothy.Pryer@Hilton.com.