



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.**
 - **\$110.00 handling charge per pallet received.**
- **\$2.00 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.**
- **\$25.00 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. (*Outbound Shipping Request Form*)**
 - **All outbound packages require items to be packaged by the group and ready to ship.**
 - **\$5.00 handling charge per package shipped**
 - **\$110.00 handling fee per pallet shipped**
- **\$2.00 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.**
- **\$25.00 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.**

Package Handling & Storage Fee Form

Sender's Name: _____

Address: _____

Recipient Name: _____

Group Name: _____

Group Contact Name: _____

Expected Arrival Date: _____

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

Number of Packages _____ @ \$5.00 per box=_____ (TOTAL)*

Packages which are greater than 30 pounds:

(Weight)@ .20 per pound=_____ (TOTAL)

Pallets _____ @ \$110.00 per pallet***

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: _____

And

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.*

Hilton Sedona Resort at Bell Rock

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: *Note: FedEx requires a pickup call, please call: 1-800-GO-FedEx by 2:00pm daily.*

FedEx: Please call to schedule a pickup for me ☐

☐ Overnight

☐ 2nd Day

☐ Express Saver

☐ Ground (Pick-up will be day after it is called- in.)

UPS: Please call to schedule a pickup for me ☐

NOTE: Hotel does not create shipping labels at property
but can have packages picked up by UPS.

Number of Package(s): _____

Contents: _____

Please Select a Method of Payment:

☐ Shipping Account Number: _____ ☐ Charge to Room #: _____

☐ Pre-paid ☐ Credit Card

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 Hilton Sedona Resort & Spa will only ship according to how the Shipping Request Form has been filled out. Hilton Sedona Resort & Spa is not responsible for any inaccuracies or incomplete information on the Shipping Request Form.

Signature: _____ Date: _____

Subject to a \$5.00 Processing Fee