



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: Sara Schaefer, 928-284-6918, Sara.Schaefer@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**
 - **\$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.**

Shipping Information

Shippers Name: _____

Return Address: _____

Receivers Name: _____

Group Name: _____

Group Contact Name: _____

Expected Arrival Date: _____

Will you be staying at the Hotel: _____

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

Boxes which is greater than 30 pounds:

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

Pallets _____ @ \$110.00 per pallet

Method of Payment

Circle one:

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.
