

Hilton Rosemont Chicago O'Hare Package Handling for Meetings

Please Address All Packages as Follows:

Hilton Rosemont/Chicago O'Hare

Attn: (Name of OnSite Contact/Gerald Ajega)

Hold for: (Name of Meeting & Date of Meeting)

5550 N. River Road

Rosemont, IL 60018

To assist in expediting the timely delivery of meeting materials to your event, please complete the following form.

Name of Event:

Date of Event:

Meeting Room Assignment:

Please Provide Quantities of Items Shipped Below:

Envelope: _____

Box: _____

❖ Booth: _____

❖ Crate: _____

❖ Skid: _____

❖ Other: _____

Carrier/Shipping Company: _____

Tracking #: _____

Shipped to Attention of: _____

May Incur Handling Fees

Handling Fee Applies:

❖ Booth - \$50.00

❖ Crate - \$75.00

❖ Skid - \$100.00

Return completed form to Gerald.Ajega@hilton.com or fax to: 847-678-9756. Questions: 847-928-6177.

If you are shipping an item that has a handling fee, please complete and return the attached Credit Card Authorization Form to: Gerald.Ajega@hilton.com or fax to: 847-678-9756