

## Venue Contacts/Parking/Shipping

### Hotel Contact

Janet Selby

314-824-6036

[Janet.selby@hilton.com](mailto:Janet.selby@hilton.com)

### AV contact

Darryl Lovings

314-477-9929

[Darryl.lovings@encoreglobal.com](mailto:Darryl.lovings@encoreglobal.com)

## Shipping Instructions

### Incoming Packages

Please advise your Conference Service Manager of your intent to ship packages, the number of packages to be shipped and the day are anticipated to arrive. Please do not send packages more than 72 hours prior to the scheduled Event. Handling fees will be assessed for accepting and storing more than 10 packages per event, a \$5.00 per box fee will apply.

The following information must be included on all packages to ensure proper delivery:  
Group name; (2) Date of Function; (3) Convention Services Manager's Name Janet Selby.

Hilton St. Louis Frontenac

1335 South Lindbergh Blvd St. Louis MO 63131

Label all Packages: HOLD FOR FUTURECON

### Outgoing Packages

Package, seal and label all packages and make pickup arrangements.

## Complimentary Parking

### Room Block

<https://www.hilton.com/en/attend-my-event/stlfhhf-fc22-41c4584d-c800-4fef-a8ba-6d60a416d07f/>