

When a vendor needs to collect a package, they will go to the front desk and let them know they need to pick it up. A member from our security team will bring the package to the front desk and the vendor would be required to pay via credit card at the desk while accepting the package. Here is how each package should be addressed:

**FutureCon Event**

**Vendors name**

**Laura Knights**

**C/O DoubleTree Chicago Mag Mile**

**300 East Ohio St**

**Chicago, IL 60611**

**After the Event:**

As long as all packages have return shipping labels attached and boxes are taped and ready to go, they can be left on the tables and our security team will send them back. We usually have daily pickups from UPS, FedEx as well as USPS.

The pickup location is the same, address above.

**PACKAGE / BOX DELIVERY & HANDLING:**

- Client *must* notify the Hotel of all meeting-related packages sent to the Hotel prior to their delivery.
- The Hotel will deliver cartons or boxes to Client’s function room(s).

**PACKAGE HANDLING FEES**

<b>PACKAGE WEIGHTS</b>	<b>PACKAGE HANDLING FEE (Per Box)</b>
<b>1 to 10 pounds</b>	<b>\$7.00</b>
<b>11 to 30 pounds</b>	<b>\$10.00</b>
<b>31 to 50 pounds</b>	<b>\$20.00</b>
<b>51 to 70 pounds</b>	<b>\$30.00</b>
<b>71 to 100 pounds</b>	<b>\$40.00</b>
<b>100 + pounds</b>	<b>\$50.00</b>

  

<b>Special Handling Charge</b>	<b>\$15.00</b>
<b>Crate</b>	<b>\$50.00/Per Crate</b>
<b>Skids/Large Crates</b>	<b>\$150.00/Per Skid or Crate</b>

- Any boxes, crates or skids shipped to the hotel 48 hours prior to group’s event or individual’s check in date will be subject to \$10.00 holding fee, per box, per day.
- Any boxes, crates or skids left at the hotel 48 hours post group’s event or individual’s check out date will be subject to \$10.00 holding fee, per box, per day.
- Any one article weighing greater than 100 pounds shall be the responsibility of Client for delivery, handling and set-up.

- As storage space is limited, no packages may be stored for Client without prior approval.
- Client holds harmless the Hotel, its staff and management, for any boxes, cartons, packages or articles either lost or damaged.
- Meeting-related packages sent to the Hotel must be addressed to your on-site contact as follows:

Group Name:

On Site Contact's Name:

Group Meeting /Arrival Date:

c/o DoubleTree by Hilton Chicago – Magnificent Mile

300 East Ohio Street

Chicago, IL

60611

Label all Packages: HOLD FOR FUTURECON

After event vendors can leave packages on table.

p. 312-787-6100