

DOUBLETREE HOUSTON - GREENWAY PLAZA

HOTEL CONTACT

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AV CONTACT

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SHIPPING

Incoming Packages; Shipping Information from Hotel:

- In the event you will be shipping packages to the hotel, group must notify hotel at least one week in advance. All packages sent to the hotel must include the name of the group, date of program and number of items.
- Shipments should arrive no earlier than 3 days prior to the event. The hotel has no liability for the delivery, security, or condition of the packages.
- The following charges apply for shipments to the hotel:
 - Letters and Parcels = \$2.00 each per day
 - Boxes = \$5.00 each per day
 - Exhibit Trunks and/or Cases = \$10.00 each per day
 - Pallets = \$100.00 each for day of delivery plus \$25.00 for each additional day.
- Applicable taxes and a 24% service charge will be added to these prices. These charges are for receiving, storage, handling and delivering of these items.
- **If you are shipping multiple packages, please number them. (1 of 3, 2 of 3, etc..)**
This is the only way we can ensure all packages are delivered to the exhibit area.

Shipping Label Information to Include:

- Guest's Name, Organization Name and Arrival/Event Date (Person picking up the package, Company name, 12/4/2024)
DoubleTree by Hilton Houston Greenway Plaza
6 East Greenway Plaza
Houston, TX 77046

Attention: Gemma Carter, FutureCon 12/4/2024 (This is the event coordinator for our conference. Please include her name on all packages)

Outgoing Packages

- Each vendor is responsible for arranging pick up and payment. Large items and boxes can be left in the exhibitor room if they are packaged for shipping and include the shipping label.
- All items ready to ship will be picked up by banquet staff and taken to the loading dock.
- Please arrange for your shipment to be picked up on the day after the conference (Thursday, December 5th) to avoid any charges.

PARKING

- Discounted self parking \$12.00
- Hotel provides overnight valet parking services for hotel guests at a rate of \$40.00 per day.
- Overnight self-parking at the rate of \$30.00 per day

ROOM BLOCK

- If anyone needs assistance with reservations over the phone. Please have them call directly our DoubleTree Suites central reservations number at [\(800\) 222-8783](tel:8002228783) or by calling the hotel directly at [\(713\)850-2304](tel:7138502304) and provide the group code to our room coordinator, Ms. Michelle Ayala, she will be able to assist you with the reservation.
- Group dates: December 3, 2024 - December 4, 2024
Group code: FCC
Reservations must be made by November 13, 2024

<https://www.hilton.com/en/attend-my-event/hougwdt-fcc-c46610a9-c38a-4e74-9883-5d6b652d9339/>

- Please note that all Reservations **MUST** be received before **Wednesday, November 13, 2024**. After that date, we will release the room block.