

EMBASSY SUITES BY HILTON SEATTLE - BELLEVUE

VENUE CONTACT

- Melissa Johannes
Director of Catering
425-698-6690
mjohannes@innventures.com

AV CONTACT

- Chris Lyon
Banquet Manager
425-268-4492
chris.lyon2@hilton.com

ROOM BLOCK

- [FutureCon 2025 Reservations at Embassy Suites Seattle-Bellevue](#)

PARKING

- Day parking complimentary
- Overnight parking discounted rate: \$8.50

SHIPPING INSTRUCTIONS

Incoming Packages

- Parcels for events held in the Hotel may be delivered up to three (3) days prior to event. The shipment must be addressed to the guest responsible for claiming the parcel at the Hotel. Parcels should be addressed to:

Guest Name

Date of Arrival

HOLD FOR FUTURECON - (SPONSOR COMPANY NAME)

C/O Embassy Suites Hotel Seattle-Bellevue

3225 158th Ave SE

Bellevue, WA 98008

- The Hotel requires advanced notice of the shipment and number of boxes. Boxes should be numbered 1 of 5, 2 of 5, 3 of 5, etc. Deliveries or outgoing shipments of more than (5) five boxes will be assessed a handling fee of \$5.00 per box and \$100.00 per pallet by the Hotel. The Sales Office must be notified in advance to assure proper acceptance of these items. Any large boxes or any materials requiring handling and delivery will be assessed an additional \$250.00 flat fee. Boxes left behind one week will be discarded.

Outgoing Packages

- Package, label and schedule pickup arrangements for next day. Take packages to the front desk.