



VENUE CONTACT

- Alyssa Lo, CTA
Catering Sales Manager
425-452-4810
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AV CONTACT

- James Gault
Director, Events Technology
206-396-1768
james.gault@encoreglobal.com

PARKING

- Complimentary Daily Parking
- Overnight Parking \$28.00

ROOM BLOCK

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=LION-HF&flexibleDates=true&numAdults=1&numRooms=1&srpCodes=I0>

SHIPPING INSTRUCTIONS

Incoming Packages

- Please email Alyaa Lo at alyssa.lo@hilton.com to confirm all incoming shipments. They will send CC Authorization link in reply to resolve any charges for your shipments.
- Receiving/Handling fees are as follows:
 - o \$10.00 per box max of 50 lbs
 - o Pallets at \$150.00 per pallet

- Shipments can be received up to two (2) business days before your event. If you plan to ship any packages to the hotel, please follow the guidelines below. Additionally, inform your hotel contact of the expected package arrival.
- All packages should be labeled as follows:
 - **HOLD FOR FUTURECON - (Name of Company)**
On-Site Contact, c/o Alyssa Lo
Dates of event , Box ___ of ___
Hilton Bellevue
300 112th Avenue SE
Bellevue, WA 98004

Outgoing Packages

- Package, seal, and label all packages. Schedule pickup arrangements for next day and leave packages on empty booth tables.