



Shipping Request Form

Return to: DoubleTree by Hilton Williamsburg
Catering Department
50 Kingsmill Road
Williamsburg, VA 23185
Hotel: (757) 256-5618
Fax: (757) 253-0541
Heather.Meier@dtwilliamsburg.com

Event Name: _____ **Event Date:** _____ **to** _____

All packages/deliveries to hotel must include name of event, name of person on property responsible for delivery, and date of event. All packages/deliveries must be listed with weights below for acceptance by the hotel. The hotel will turn away all packages, boxes, and deliveries without all information listed. Packages/deliveries that are 49lbs and lighter will be stored at \$5.00 per box, per day. Packages/deliveries that are between 50lbs and 99lbs will be stored at \$15.00 per box per day. Any packages/deliveries over 100lbs must be organized directly with your event planner prior to arrival for additional storage and labor charges.

***All charges are exclusive of all applicable tax (currently 10%) and a taxable service charge of 22%.**

Number of Deliveries _____

List weights of each delivery below

Vendor Request Forms must be received by the DoubleTree minimum of (14) days prior to your conference, order forms received within 14 days of the event will be subject to addition charges and based on availability. Order forms must be completed in its entirety (including equipment description) and accompanied by a check or credit card number to become final. We will not guarantee service on late requests; less than 72 business hours. There will be (without exception), a **\$100.00** service charge on all late requests, in addition to normal charges. Day of show requests will be charged at an additional **\$200.00** for service. Also, a minimum **\$200.00** service fee will be applied to any equipment requiring on-site wiring.

Special Notice: (Limited Supplies - First Come, First Serve)

- Any power requirements other than those specified on this sheet, must be discussed with your Catering Manager
- All electrical equipment must have Underwriter’s Laboratory seal
- The hotel is not responsible for damage to equipment due to variations in voltage caused by public service
- The hotel will not hook up improperly wired equipment
- All metal raceways, metal lighting fixtures, metal housings of electrical powered equipment shall be grounded
- Flexible cords and cables less than #14 gauge wire shall not be permitted
- The use of lamp cord, cube taps or similar devices is not permitted
- No spring type-clamp spot fixtures of holders will be allowed. Only fixtures of screw-in type clamps will be allowed with #14-3 wire S.J. cord
- Guest and event attendees are responsible for arranging pick-up times for their outgoing packages, please call either of these numbers to schedule. **UPS 1-800-742-5877 or Fed-Ex 1-800-463-3339**

Company Name: _____
Address: _____
Phone Number: _____ **Today’s Date:** _____
Cardholder Name: _____ **Signature:** _____
Please E-mail Receipt To: _____

Credit Card #: _____
Exp Date: _____