Hilton
APPLETON PAPER VALLEY

Freight Management/On-Site Labor Request

Event Name:_____
Event Start Date: _____ Event End Date: _____
On-Site Contact: _____
Phone: _____ Email: _____
Booth/Table #: _____

The following shipping and package handling charges will be applied for any materials sent to the Hilton Appleton Paper Valley and required to be stored and/or delivered to assigned meeting space:

Please select all package handling services required:

- ☐ Boxes under 50lbs = $5.00 per box Quantity_____
- ☐ Boxes over 50lbs = $10.00 per box Quantity_____
- ☐ Poster or Tube = $5.00 Quantity_____
- ☐ Display Case = $35.00 Quantity_____
- ☐ Pallet = $75.00 Quantity_____
- ☐ Crate = $150.00 Quantity_____

Please note: For any packages received more than three (3) business days prior to the event, there will be a surcharge of $15.00 per item, per day in addition to the costs listed above. All shipping/storage fees exclude service fees and sales tax.

If you are expecting materials to be shipped for your event, please notify our Catering Department in advance. All packages should be addressed to:

Hilton Appleton Paper Valley / Attn: Event Management Department
333 W. College Ave. Appleton, WI 54911
HOLD FOR: (name of recipient)
(Official Program Dates)
Total Number of Packages (i.e. 1 of 4)