



SAN JOSE

Signia San Jose by Hilton
PACKAGE HANDLING SERVICES
 170 S. Market St San Jose Ca 95113

Package Handling Services - Group

Materials and Packages should be addressed as follows:

Signia San Jose by Hilton

170 S. Market St San Jose Ca 95113

Name of Conference:

Hold for Exhibitor Name and Company:

Name of Guest:

Standard Handling/Moving Services

All packages directed to Main Group/Client are to be delivered to the loading dock and will be stored in the Package Room. If the boxes are delivered within the 24-Hours allowed time, fees will be incurred for storage after 24 hours. Charges incurred will be applied to the receiver of the material, therefore, applied to either a guest room account/folio or Group Master Account.. Charges will apply for the cost of labor for moving every time the box(es) are asked to be moved /delivered. The price of receiving will be based on number of boxes and type of box and will include storage up to 24 hours only. If storage exceeds 24 Hours, a \$10.00 per item/per day storage fee will be added. The calculation will be taken depending on box size. These packages do not need to be weighed at the hotel. On the rare occasion packages come from another source without weight information, Charges will be determined by the hotel.

Standard Package Storage Services

All the boxes are to be delivered within the 24-Hours allowed time, fees will be incurred for storage after 24 hours. Charges incurred will be applied to the receiver of the material, therefore, applied to either a guest room account/folio or Group Master Account.. The price of box storage will be based on number of boxes and type of box and will include storage up to 24 hours only. If storage exceeds 24 Hours, a \$10.00 per item/per day storage fee will be added up to 72 hrs, 73 hrs+ there will be a \$15 dlls Charge per box per day.

PACKAGE HANDLING FEES	
STANDARD PACKAGES	
Carrier Envelope	\$ 10.00
Padded Pack	\$ 10.00
Small up to 49.9 lb	\$ 15.00
Medium 50 lb – 74.9 lbs	\$ 30.00
Large 75 lb – 149.9 lb	\$ 50.00
50 – 74.9 lbs.	\$ 30.00
75 – 149.9 lbs.	\$ 50.00
OVERSIZED PACKAGES, PALLETS, FREIGHT	
Pallets (Boxes Only)	\$ 300.00- to break
For custom sized boxes, pricing will vary by box.	
Included in the handling fees is complimentary 24-hours of storage, if the storage time exceeds 24-hours, a \$10.00 per item/per day storage fee will be added.	

PACKAGE STORAGE FEES	
Boxes:	
0-24hr. Before Event Start Date	Complimentary to Main Group (Excludes 3 rd Party Vendors)
25-72hr. Before Event Start Date	\$10 Per Box/ Per Day
73+hr. Before Event Start Date	\$15 Per Box/ Per Day
Any boxes that arrive 73hr. or more prior to the event start date will be held on hotel storage space availability	
Plastic Crates:	
0-24hr. Before Event Start Date	Complimentary S,M,L
25-72hr. Before Event Start Date	S-M: \$50 per crate/day L: \$100 per crate/day
73+hr. Before Event Start Date	S-M: \$60 per crate/day L: \$110 per crate/day

*Pricing is subject to change at any time.

Please contact your Conference Services Manager through phone or email to make arrangements in advance for delivery or for assistance with additional package handling service needs. Fees listed are current fees and can change without notice.

All Packages/Boxes going out must be properly packed for shipping in accordance with the shipping company's requirements (e.g. correct address, etc.) make sure they have the proper shipping labels. Shipping and billing instructions are required and will be the responsibility of the guest if any information is omitted and the package is not accepted at pick up.