



## **Shipping In Procedure:**

The Hilton St. Petersburg Bayfront will store your packages prior to your arrival. Please observe the following instructions to ensure proper handling of your meeting materials. Each item should be clearly marked with the following:

*Group Name and Dates*

*Name of person who will be on-site asking for materials*

*Hilton St. Petersburg Bayfront*

*333 1<sup>st</sup> Street South*

*St. Petersburg, FL 33701*

Packages will be accepted up to three days prior to your schedule event. Please advise your hotel contact of any special arrangements or requirements concerning your materials. The Hotel is not responsible for perishable items. A labor charge will be assessed if the Hotel's assistance is required in unloading vehicles and/or moving items to storage areas.

## **Hilton St. Petersburg Bayfront package handling fees for incoming and outgoing packages:**

\$12.00 per box

\$75.00 per pallet/skid

No charge for letters

The Hotel will not accept C.O.D. shipments and all arrangements with regards to shipping, must be prepaid.

## **Payment/Credit Card Authorization Form:**

If the packages are not being paid for by the event and are being paid for by a 3<sup>rd</sup> party or separate credit card, please request a Credit Card Authorization form prior to package arrival.

- Email [stpfrontdesk@remingtonhotels.com](mailto:stpfrontdesk@remingtonhotels.com) with:
  - Subject: SERTIFI LINK REQUEST
  - Body: Event Name, name of 3<sup>rd</sup> Party, amount of packages, and tracking information
  - Attach a photo ID of the cardholder and the DR-14 tax exempt form (if applicable).

A link to the electronic credit card authorization form will be sent to the cardholder for submission.

## **Shipping Out Procedure:**

- Package and label all of your boxes
- Call your carrier and schedule a pickup from the following address:
  - Hilton St. Petersburg Bayfront
  - 333 1<sup>st</sup> Street South
  - St. Petersburg, FL 33701
- Leave your package in the event space/vendor area prior to the end of the function
- The Hilton Team will move the packages to the loading dock promptly at the end of the function, any boxes not labeled with previous instructions will be considered trash