



**Exhibitor
Shipping and Receiving
Convention Services Service Order**

Conference Name: UVCA Fall 2025 Conference

Conference Date: October 2nd, 2025

The Hotel requires that arrangements for delivery of packages be made through the Convention Services Department. Exhibitor is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from hotel. Hotel is not able to receive COD packages. The Hotel policies of safe handling are based on advice from the United States Postal Service (USPS) and the federal Center for Disease Control and Prevention (CDC).

Any materials being sent to the Hotel must include the following information:

- Address package to hotel as follows:
Hilton Virginia Beach Oceanfront, 3001 Atlantic Ave., Virginia Beach, VA 23451
- Hold for Arrival – Attn: (Guest's Name / Organization Name / Conference Name)
- Complete return address
- Number of packages (Example: Box 1 of 2, Box 2 of 2, etc.)
- Date the function is being held

Handling and storage charges for inbound and outbound items will be applied as follows:

- 1 to 20 lbs. \$3.00 per item
- 21 to 99 lbs. \$10.00 per item
- 100+ lbs. \$20.00 per item
- Palette \$50.00 per palette

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The exhibitor is responsible for insuring its property for loss or damage. Palette items will not be accepted without **seven (7) days** advance notification. Please contact the Group's Hotel representative for details. Due to limited storage space, packages cannot be stored more than **three (3) business days prior to the start of the conference**.

- Packages delivered to the hotel without a completed Service Order and Credit Card Form will be held in the hotel's receiving department until payment has been provided and made.
- **Outgoing Shipping:** It is the responsibility of the vendor to label, seal and make arrangements for any packages to be picked up from the hotel by the appropriate carrier.
- The hotel banquet staff will arrange to have SEALED, LABELLED and SCHEDULED packages brought to our Shipping Department for pick-up by the appropriate carrier.
- Carriers will not pick up packages from the hotel unless a scheduled pickup has been arranged. Hotel is not responsible for making arrangements for pickup.

Number of Packages to be received: _____

Payment: Total Charges based on shipped items: \$_____

Note: There will be a 6% tax & 24% service fee = (1.3024) on the total amount

TOTAL AMOUNT DUE WITH TAX & SERVICE FEE: \$_____



**Shipping and Receiving
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Credit Card Authorization Form**

Conference Name: UVCA Fall 2025 Conference

Conference Date: October 2nd, 2025

Date: _____

I, the undersigned, authorize The Hilton Virginia Beach Oceanfront Hotel, to charge the below amount to the credit card provided below:

Credit Card Number: _____

Expiration Date: _____

TOTAL AMOUNT DUE WITH TAX: \$ _____

Company Name: _____

***** The Credit Card will be processed prior to the start of the vendor show. *****

***** A paid receipt will be sent to the email address on this form ****

Card Holder's Signature: _____

Card Holder's Name: _____

Billing Address: _____

Daytime Telephone #: _____

E-Mail Address: _____

All blanks must be completed before hotel can process authorization.

Please Return To: Ashton Beals
Sales and Catering Coordinator
Hilton Virginia Beach Oceanfront
3001 Atlantic Ave.
Virginia Beach, VA 23451
Phone (757) 213-3454
Fax: (757) 213-3430
Email: Sales@hiltonvb.com