



New York Hilton Midtown

PACKAGE ROOM INFORMATION

Shipping Address

Name (of person who will be on-site)
Company Name
C/O New York Hilton Midtown
1335 Avenue of the Americas
New York, NY 10019
Attention: Package Room
Hold for Guest Arrival
Delivery Date & Destination

Hours of Operation

Monday to Saturday 7AM – 8PM
Sunday 8AM – 6PM
Hours may vary depending on Hotel Convention Business.

Shipping, Receiving & Storage Processing Fees:

Boxes up to 15 lbs.	\$4.00 per box
Boxes 16 to 30lbs.	\$6.00 per box
Boxes 31 to 50 lbs.	\$12.00 per box
Boxes 51 o 75 lbs.	\$18.00 per box
Boxes 76 to 99 lbs.	\$25.00 per box
Boxes 100 lbs or more	\$25.00 per box plus \$.20 per pound over 100 lbs
Display Cases	\$35.00 each
Pallets	Additional \$60.00 per pallet
Storage	Based on quantity and size of parcel

- Please be advised the Hotel Package Room will not accept or store crates.

- The Package Room Management reserves the right to NOT accept boxes which are damages during shipping, unsafe or too large.

- Parcels are accepted 3 days prior to arrival.

- Number each box and know its contents. This helps when a specific box needs to be located immediately (i.e. 1 or 2; 2 of 2)

- If there is more than one on-site location, label the boxes with their specific delivery location and time.