

Group Package Delivery Form

Packages must arrive NO EARLIER than Thursday April 25, 2019

All packing slips must include the below information

**Person with the reservation (hotel guest) Name/ Company Name
Arrival Date, Departure Date and Hotel Reservation Confirmation Number
C/O Embassy Suites San Francisco Airport-Waterfront
150 Anza Boulevard, Burlingame, CA 94010**

International attendees, please prepare your own Customs form. DO NOT list PCI-SIG or the Embassy Suites as the agent for import/importer of record. It should be your company's US counterpart.

Hotel Guest Name _____ Company Name _____

Hotel Reservation Confirmation # _____

Guest Arrival Date _____ Guest Departure Date _____

Total Number of Packages _____

Under 25 Lbs	Box 26-50 Lbs	Crates/Boxes Up to 100 Lbs	Crates Over 100 Lbs	Pallet
\$5.00	\$10.00	\$50.00	\$150.00	\$150.00

Detailed description of how many boxes/packages to expect and size:

Shipping Method:

- UPS
- DHL
- FedEx
- Other _____
- FedEx Ground
- US Postal Service

Date of Delivery _____ Package Tracking Number _____

Name of Guest(s) who are authorized to pick-up/sign for the box(es)/package(s):

Form Completed By _____ **E-mail** _____

Please return this form no later than 3 days prior to event start date to Vanessa Siu Vanessa.siu@hilton.com. The hotel will only accept packages **no earlier than Thursday April 25, 2019**. Please be aware that the hotel is **not equipped to receive/store crates or extremely large deliveries***, and all deliveries must be inside deliveries and taken to the hotel's designated storage area by your delivery company/shipper. Only participants with reservations at the hotel can have items shipped to the hotel.

Package Pick Up

Photo ID/Passport is required for pick up and packages will only be released to authorized individuals listed on this form. Contact the Hotel's Front Desk for where/when to pick up packages.

Received By _____
(Front Desk Agent, Date, Time Received)

Package Released to _____
(Name, Date, Time)

Signature _____