

Group Package Delivery Form

Packages must NOT arrive EARLIER than January 6, 2022!

All packing slips must include the below information :

Hotel Guest Name / Company Name/PCI SIG
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: Prepare your own Customs form. DO NOT list PCI-SIG or 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** _____

The following handling fees will be charged to your guest room account for packages received:
\$5 per box/case under 20 lbs., \$10 per box/case over 20 lbs. or \$50 per pallet.

Your delivery company is required to place shipment inside the location specified by hotel.

Detailed description of how many boxes/packages shipped including weight and size:

Shipping Method (circle one):

- | | |
|-------------------------|-------------------|
| UPS Ground | FedEx |
| UPS 2 nd Day | FedEx Ground |
| DHL | US Postal Service |
| Other _____ | |

Expected Delivery Date: _____ Person(s) authorized to pick-up/sign for shipment: _____

Tracking Numbers: _____

Form Completed By: _____ **E-mail/Phone:** _____

Return this form no later than **January 6, 2022** to **Kristin Basmajian at Kristin.Basmajian@hilton.com or fax to (650) 342-8109**. The hotel will **NOT** accept packages prior to **January 6, 2022** as the hotel is **not equipped to receive/store large deliveries/crates/pallets earlier than this date**. If received prior to this date, additional storage fees may apply. Fees will be charged to your guest room account upon receipt of this form and finalized at check out. For questions regarding package handling, please contact **Kristin Basmajian at (650) 292-7371**.

Package Pick Up:

Photo ID/Passport is required for pick up and packages will only be released to authorized individuals listed on this form. Your room number will be required at package pickup. Any charges will be applied to your guest room account. Contact the Hotel's Front Desk for where/when to pick up packages.

Package return shipping:

PLEASE NOTE: When shipping your packages back, you must make sure that the air bill is complete with your FedEx/UPS/DHL account number (including any customs information) and that the package/case/crate is ready for pickup. IT IS YOUR RESPONSIBILITY TO CALL THE SHIPPING COMPANY FOR PICKUP. MAKE SURE WHEN YOU CALL THAT YOU INDICATE THE SIZE AND WEIGHT OF THE PACKAGE. Hotel will not call for your pickup.

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

Package Released to _____
(Name, Room Number, Date, Time)

Guest Signature _____