



Exhibitor Shipping Information

Packages for the hotel will be received up to a maximum of three (3) days prior to your meeting. Return shipping charges for items received outside of this window are the responsibility of the shipper. Please contact your event manager for special arrangements, if necessary.

Please include the following information when shipping:

Name of Conference

Event Dates

Guest's Name that will be retrieving the boxes on-site

The Capital Hilton

1001 16th Street NW

Washington, DC 20036

1 out of ___packages shipped

Outgoing Packages

Packages considered ready for shipping must meet all of the criteria:

- Package is secured with packing tape or strapping material
- Package is labeled with carriers shipping information
- Carriers shipping label is filled out completely and clearly – including payment information

At the end of the show/ tear down, ready packages must be left on top of the exhibit table for pick up