



DOUBLETREE
BY HILTON™

PHILADELPHIA - VALLEY FORGE

SHIPPING INSTRUCTIONS

ALL PACKAGES SHOULD BE LABELED ACCORDINGLY:

**ABC Company c/o (Hotel On-Site Contact)
Box 1 of 1
DoubleTree Philadelphia-Valley Forge Hotel
301 W. DeKalb Pike (Route 202)
King of Prussia, PA 19406**

Multiple packages within a single shipment must be numbered in sequence (ex. 1 of 3, 2 of 3, 3 of 3, etc.). Shipping information should be sent in writing to your sales manager/conference planner.

*Please be specific about the number of boxes shipped, point of origin, how shipped, and when they are due to arrive.

RECEIVING

Packages can be received during the times below:

Mon-Fri. 6:00AM to 5:00PM

Sat. 7:00AM to 2:00PM

****Hours are subject to change so please arrange a time with your sales manager/conference planner.**

There is limited storage space so anything arriving more than 3 days before your scheduled function will be refused.

Any incoming exhibit materials should be sent to your exhibit decorator.

Banquet staff members are responsible for moving packages from hotel storage into the meeting space only.

They are not responsible for unloading trucks, etc.

****Bellman cannot move packages to the meeting rooms. If they are requested to move packages, an additional cost will be incurred.**

Please let us know when you will need the boxes moved so we can schedule our banquet staff appropriately. Should you require dedicated banquet staff to assist in moving, opening, and/or organizing boxes, we can schedule this for a flat labor fee.

After your event, any boxes to be shipped out of the hotel must be properly packaged and labeled with shipping address, return address and method of payment on your departure date.

Outbound shipping must be arranged by you through your shipping provider.

****DoubleTree Valley Forge is not responsible for packing, supplying any packing materials, or shipping any materials. Any materials left behind without shipping instructions will be discarded three business days after your departure date.8277**