HOTEL SHIPPING INFORMATION SHEET

Shipping Address: 1 South Broadway, St. Louis MO, 63102

Hotel Contact Information: 314.421.1776

Delivery Time/Pickup Time:

UPS/FedEx: Delivers to and from the Dock

USPS/Amazon: Delivers to the Front Desk

\*Must have pre-arranged pickup time

\*Must provide own shipping out label

Packaging Requirements: Have all boxes or pallets labeled with the Hotel Address, Group Name and Convention Services Managers Name

If vendors: Vendor Name, Group Name, Booth # (if applicable)

Delivery Instructions: Shipping Vehicles should approach the hotel via 1 South Broadway, St. Louis MO 63102. You will take a right at the intersection of Walnut Street and Broadway at the corner of the hotel. To access the loading dock or our valet alley, you will take a right halfway down the block. The dock is an immediate right turn and down, the valet alley would be a right and pulling forward.

SHIPPING:

* Exhibitors can ship items in their name with our address below. See example:
	+ Exhibitors/Vendors First and Last Name – Conference Name

Hilton St. Louis at the Ballpark

1 S Broadway

St. Louis, MO 63102

* Once exhibitors/vendors are on property, they are welcome to call security directly in order to bring their shipped items upstairs. They can do this by dialing 0 on any house phone. Otherwise, they can ask the front desk to call for them.
* Anything small, shipping **USPS**, will be delivered directly to the front desk.
* **UPS/FedEx** items will be delivered to our loading dock and placed in our shipping and handling holding area until exhibitors/vendors request them.
* Any vendors needing items to be picked up (post-event) need to have them labeled and ready to be shipped items picked up by our security team to bring to our shipping area. They can dial 0 on any house phone and security will be happy to pick it up. We have daily **USPS** pickups, but if anything needs to be shipped out via **UPS/FedEx**, the exhibitors/vendors will need to schedule the pickup on their own.
* We request that items are not delivered to the hotel no more than 3-5 days prior to the event.