



Hilton Portland Downtown | The Duniway, a Hilton Hotel
503-226-1661 | 503-553-7000
921 SW Sixth Avenue | 545 SW Taylor Street
Portland, OR 97204 -1296
portland.hilton.com | theduniwayportland.hilton.com

Shipments for Meetings:

Affix a label with the following information in addition to the air bill

Hilton Portland Downtown

(Event Name) (Arrival Date)

Hold for Guest (Guest name) (Guest Cell Number)

(Guest Company Name) (Booth Number)

921 SW 6th Ave

Portland, OR 97204- 1202

Shipments for Individual Guests:

Hilton Portland Downtown

Hold for Guest (Guest Name)

(Arrival Date) (Guest Cell Number)

921 SW 6th Ave

Portland, OR 97204-1202

Inbound and Outbound Package Handling Fees

Weight - Handling Fee

1-10 LBS. - \$10.00

11-20 LBS. - \$22.00

21-40 LBS. - \$35.00

41-60 LBS. - \$67.00

61-100 LBS. - \$95.00

101+ LBS. - \$165.00

Pallet - \$400.00

For All Outgoing Shipments:

Print out and attach shipping labels to all outgoing packages. Let your event manager know the quantity of packages needed to be shipped out as well as the shipper/carrier that will be used. Purchasing manager will send out packages with the next available pick up with that shipper/carrier.