

Hilton Fort Worth Exhibitor Fact Sheet & Order Form

Loading Dock and Service Elevator

- The front of the hotel is a thru street for the city as well as out Valet loading/unloading area.
- Exhibitors are prohibited from loading and unloading in this area.
- Exhibitors must use the loading dock to load and unload.

Facts about the Dock

- Truck Clearance: 12'8" Box Trucks- No Semi Tractor Trailers (park on street)
- Height of the loading dock: 46 & 3/4 "
- Please note: the Hotel does have a Hydraulic lift on the dock.

Facts about the Service Elevator

- There are 2 Service elevators only.
- Height: 94"
- Length: 64"
- Width: 58"
- Maximum Weight is 1500 lbs

Shipping Information

- We will gladly accept and store your boxes and shipments sent to eh hotel for your event. The boxes will be secured in our Receiving Department and delivered to your exhibit table for set up.
- The exhibitor will be responsible for assisting with breaking down any pallets and moving boxes to their exhibit tables.
- Boxes will be stored and handled for a fee of \$5.00 per box per day.
- Pallet or skids will be stored for a fee of \$150.00. To arrange pallet delivery, please email: Tracy.Cates@Hilton.com
- The hotel is not responsible for any arrangement or expenses in association with the shipping of materials, merchandise, exhibits or other items to and from the hotel.
- Exhibitors are responsible for preparing all packages for shipping after the show. This includes making arrangements for pickup.

Shipments are to be mailed to:

Hilton Fort Worth
815 Main Street
Fort Worth, TX 76102
NAME OF CONVENTION

Please complete the order form below with all needs:

Name of Show or Event: _____

Date: _____

Exhibitor: _____

Contact person: _____

Phone Number: _____

Email: _____

Shipping

of boxes _____ x \$5.00 each = \$_____

of pallets _____ x \$150.00 each = \$_____

Labor Charges may apply to moving Crates or Pallets

HOTEL NOT RESPONSIBLE FOR CALLING FOR PICK UP / SHIPPING