Hotel Shipping Info & Label Below:

Please Note: Deliveries can be received a minimum of 3 days prior to the official event start date with approved confirmation by hotel sales/catering manager.

IMPORTANT: At past events some shipments have not arrived in time and/or have been difficult to find because they have not been labeled properly. For this reason, it is strongly recommended that you confirm box delivery prior to arrival at the hotel and to also bring any shipment tracking information with you.

Small boxes/packages will be stored behind the Bell Desk at the hotel. Larger boxes will be stored in the Banquet Department.

You can confirm the arrival of your boxes directly with Muhammad Usman at 703-647-2004 / email Muhammad.Usman@hilton.com or with any of the front desk staff.

For outbound shipping it is recommended that you use FEDEX shipping (except for Fed Ex Ground) or UPS (next day air, 2nd day, 3rd day and ground). You will be responsible for scheduling your own pickup day/time. Please drop all Sealed boxes with their FEDEX or UPS labels attached to the front desk for pickup. Any Boxes left at the front desk after 72hrs of group departure will accrue additional Charges.

* 0lbs – 5lbs $5 per box
* 6lbs – 20lbs $10 per box
* 21lbs – 50lbs $15 per box
* Over 50lbs $25 per box
* Crates/Display cases: $25 per crate/case

Label Attached below.

As a reminder, you will need to bring your own shipping label for shipping post-conference as EnglishUSA or the hotel will not provide one.



 **Hold for Name: Hannah O’Dell & EnglishUSA**

**Arrival Date: (Your arrival date)**

**c/o Ashli Hawkins (Box \_\_\_ of \_\_\_)**

**Hilton Old Town Alexandria**

**1767 King Street**

**Alexandria, VA 22314**

**To:**

**(Your Name for Onsite)
(Your Company’s Name)
hold for: EnglishUSA Annual Conference; 10/23/25**