

SHIPMENTS FOR MEETINGS:

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

HILTON

Hilton Portland Downtown
(Event Name) (Arrival Date)
 Hold for Guest **(Guest Name) (Guest Cell Number)**
(Guest Company Name) (Booth Number)
 921 SW 6th Avenue
 Portland, OR 97204-1202

DUNIWAY

The Duniway Portland
(Event Name) (Arrival Date)
 Hold for Guest **(Guest Name) (Guest Cell Number)**
(Guest Company Name) (Booth Number)
 545 SW Taylor Street
 Portland, OR 97204-1204

SHIPMENTS FOR INDIVIDUAL GUESTS:

Affix a label with the following information:

HILTON

Hilton Portland Downtown
 Hold for Guest **(Guest Name)**
(Arrival Date) (Guest Cell Number)
 921 SW 6th Avenue
 Portland, OR 97204-1202

DUNIWAY

The Duniway Portland
 Hold for Guest **(Guest Name)**
(Arrival Date) (Guest Cell Number)
 545 SW Taylor Street
 Portland, OR 97204-1204

INBOUND / OUTBOUND PACKAGE HANDLING FEES

RECEIVING, STORAGE, INTERNAL DELIVERY, SHIPPING

(Priced per package and charged at each interval)

1 - 74 LBS.	\$3.50
75 - 150 LBS.	\$10.00
150 + LBS.	\$25.00

PALLETS WILL BE BROKEN DOWN AND CHARGED PER BOX/ITEM ON THE
 PALLET, ACCORDING TO THE ABOVE WEIGHT SPECIFICATIONS

FOR ALL OUTBOUND 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 with that shipper/carrier.

HILTON PORTLAND DOWNTOWN
 (503) 226-1661
 921 SW Sixth Avenue
 Portland, OR 97204-1202
 Portland.Hilton.com

THE DUNIWAY, A HILTON HOTEL
 (503) 553-7000
 545 SW Taylor Street
 Portland, OR 97204-1204
 TheDuniwayPortland.Hilton.com

DOCK RESERVATION IS REQUIRED FOR ALL VENDORS. PLEASE SEE YOUR EVENT MANAGER FOR DETAILS.

LOADING DOCK:

- Opening of Loading Dock is 36'-6" to sidewalk, 20'-6" Wide, 13'-6" High
- (2) Loading Bays (cannot have Semi Trucks in either bay) **48'to sidewalk**
- Measurements do not include sidewalk
- Street Parking Maximum length = 107.6"
 - ◆ Located on SW Taylor Street between 6th Avenue and Broadway

DOCK MEASUREMENTS:

	L	W	H
Long Bay	36'-6"	14'-5"	13'-6"
Short Bay	22'-5"	6'-10"	13'-6"

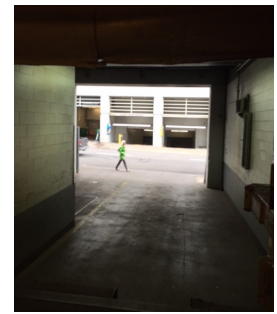
- Short Bay loads directly into Freight Elevator
- Loading Dock Height is 3'5" from the street level



Entrance



Street View



From the Dock

ELEVATORS:

	L	W	H	Capacity	Access
Freight	11'	4'-8"	6'-8"	# 6,000	Ballroom Level Only (Grand Ballroom, Parlors, Galleries)
Service	5'-4"	6'-3"	8'-4"	# 3,000	All Floors