



FedEx Office Business Center

Hilton Boston Park Plaza

Shipping Instructions

Preparing Your Shipment

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names unless the items are specifically for their use (e.g., hotel specifications, rooming lists or signed documents); this includes arranging for deliveries to all areas on the property. For larger items or freight shipments please note the dimensions of the freight elevator at the Park Plaza hotel which is 76.5" wide x 70" deep x 80" high.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office business center at **617.423.0204**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)
c/o FedEx Office at Hilton Boston Park Plaza
50 Park Plaza
Boston, MA 02116
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center

Hilton Boston Park Plaza
50 Park Plaza
Boston, MA 02116

Phone: 617.423.0204

Fax: N/A

Email: usa5690@fedex.com

Operating Hours

Mon.–Fri.: 7:30 a.m. - 6:00 p.m.

Saturday: 8:00 a.m. - 12:00 p.m.

Sunday: CLOSED

Shipments With Special Requirements

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office with any specific questions in advance of shipping their items. If you have any special needs (e.g., refrigeration requirements, after-hours delivery requests or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

On-Site Package Delivery

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

Package Delivery to Guest Suites/Meeting Rooms

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



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Upon Your Arrival

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **617.423.0204** a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Handling and Storage Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$4.00	\$7.00
0.0–1.0 lb.	\$4.00	\$7.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$25.00	\$30.00
30.1–40.0 lbs.	\$30.00	\$36.00
40.1–50.0 lbs.	\$35.00	\$42.00
50.1–60.0 lbs.	\$40.00	\$50.00
60.1–150.0 lbs.	\$55.00	\$66.00
Pallets & crates*	–	\$250.00 or \$0.80/lb. > 312 lbs.

Package weights will be rounded up to the nearest pound.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250.00 or \$0.80/lb. > 312 lbs., which is applied to each pallet/crate handled.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5' in size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. **OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING.** Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

Hilton Boston Park Plaza – Load-In Area/Freight Elevator:

One key thing to make note of is that the hotel does not have a loading dock but a loading area. If you look at the image below you will see two yellow lines. The space between the yellow lines is the loading area for the hotel. You will also see a red box. The red box is the pathway to the hotel's freight elevator. Since we need to make sure that the loading area and freight elevators are easily accessible for other vendors (hotel linen, laundry, F&B deliveries, FedEx, UPS, etc.) we typically will have larger vehicles use the space to the left of the freight elevators (far left yellow line to the purple line) to allow space to accommodate other vendors (from the purple line to the far-right yellow line).

Unfortunately, the street that the loading area is on is a one-way street and not able to accommodate large freight trucks. If you are using a vendor that will be delivering items to the hotel or assisting with your set up, it would be best for them to plan for a small to moderate sized truck. Also, as you can see since we do not have a loading dock, if you do decide to use a truck, the truck will need to have a lift gate, especially if the items being delivered/brought into the building weigh more than 50lbs. Anything that is delivered to the hotel will need to fit in our freight elevators which are 76.5" wide x 70" deep x 80" high. The items would then need to be brought to our FedEx receiving area to be received/stored or brought directly to the function room by the carrier. If the items arrive early the delivery should be coordinated directly with our onsite FedEx Office team.

Once in the freight elevator, you will have the option to go up or down.

If the items are going to Grand Ballroom or Georgian Room, take the freight elevator to level 2.

If the items are going to any other spaces, take the freight elevator down to level B (lower level) and follow the pathway to the hotel Service Elevators which will provide access to remaining event spaces.

The only exception would be the Terrace Room, which is located in the lower level of the hotel.



Important: Our onsite FedEx Office manages all incoming and outgoing packages/freight. Any incoming/outcoming items must be coordinated directly with FedEx, especially if you require storage.

Phone: (617) 423-0224

Email: usa5690@fedex.com



FUSE

Credit Card Authorization Form (CCAF)

Instructions:

The FUSE CCAF can be used when customer's need to provide credit card information at time of drop off due to:

- Not having the credit card when order is picked up
- Another person will be picking up the order
- Order being shipped/delivered after completed

*It is essential that we protect the security of our customer's credit card data and personal information. This includes the processing, handling and storing of a customer's credit card, credit card data and/or receipt. Transactions must be completed (tendered) immediately after the pickup or delivery has occurred and the credit card information must be disposed of in the Iron Mountain shredding bin. **Under no circumstances should credit card data be permanently retained within the store. This form must be stored in the safe until it's used for tender and then the bottom portion is removed and put in the shred bin. The top portion will be placed with the till closeout and then retained with the daily paperwork. FedEx Office cannot accept credit card data via email or fax transmittal, and this form cannot be emailed to customers.***

Customer/Account Information

Customer Name:		Phone:
Email (optional):	FUSE Order #:	
Estimated Transaction Amount:	Date:	
Notes:		
Detached portion placed in Iron Mountain Bin by:		
TM Name:	Date:	Time:

DETACH AND SHRED THE INFORMATION BELOW IMMEDIATELY AFTER THE TRANSACTION IS TENDERED



Name of the Credit Card Account Holder:	Credit Card Type:	☐ AMEX	☐ Discover
		☐ Visa	☐ Diners Club
		☐ MasterCard	
Credit Card Number:	CVV:	Expiration Date:	
Account Holder Signature:		Billing Zip Code:	