



Material Shipments to Hilton Omaha

When shipping materials to the hotel, please include the following information on all packages to insure proper delivery and storage:

Hilton Omaha
C/O: Your Name
Conference Name
1001 Cass Street
Omaha, NE 68102
402-998-3400

- Please note that the hotel storage facilities are extremely limited. Packages for functions may be delivered to the hotel up to one week prior to the event/convention. Any shipments prior to this are subject to incur additional storage surcharges.
- Please do not ship valuables. We cannot be responsible for contents.
- Multiple packages within a single shipment should be numbered in sequence (*i.e.*, 1 of 3, 2 of 3, and 3 of 3). It may be helpful to note individual package contents so that careful records of all materials may be maintained and the sender alerted in the event of damage or non-receipt.
- Regrettably, it is not possible for the Hilton Omaha to accept C.O.D. shipments, and all arrangements with regard to shipping must be prepaid.
- All Packages must be delivered to the loading dock, no deliveries may come through the front entrance of the hotel
- Handling fees will be applied to all packages shipped to the Hilton Omaha. Handling fees will be charged to your guest room, credit card or may be paid for in cash. A signature will be required when picking up your package. The fees are as follows:

Incoming Envelops - \$5.00 Each

Incoming Boxes - \$5.00 Each

Incoming pallets \$50.00 Each

- For shipment of outgoing packages after your event please see our FedEx office located on the 2nd floor of the hotel. Hours of operation for FedEx are:
 - Monday through Friday, 8:00 am to 5:00 pm
 - If needed FedEx will make arrangements to be open during their off hours if scheduled at least one week in advance