

DIRECTIONS FOR SHIPPING ITEMS **FROM** THE DOUBLETREE BY HILTON LAFAYETTE

Please follow the procedures below to ensure that all items being shipped from the Hilton Lafayette are shipped in a timely and professional manner. *Items must be shipped from the hotel the day the event ends or the very next business day.*

1. Please have all boxes, crates, cases, etc. labeled and taped for shipping. They must be prepared ready for pick up by the Freight Company or mail carrier that you use.
2. WHEN IN A MEETING ROOM: Please inform your banquet waiter/waitress OR call the Sales Office at extension 2435 to inform them of the time you would like your items taken from the meeting room so we may bring them to the designated pickup area.
3. WHEN IN A SLEEPING ROOM: Please contact our Front Desk at extension 33 to inform them of the time you would like your items taken from your guestroom so we may bring them to our shipping department.
4. The freight company/mail carrier that you use MUST be called prior to pick up to inform them that your items are in the pickup area designated. The size of the package will determine the pickup area.
5. ALL ITEMS MUST HAVE A SHIPPING FORM AND ANY OTHER PAPERWORK NEEDED BY THE FREIGHT COMPANY OR MAIL CARRIER. THIS PAPERWORK MUST BE COMPLETED PRIOR TO PICK UP BY YOU. THE METHOD OF PAYMENT MUST ALREADY BE ESTABLISHED BETWEEN YOUR COMPANY OR ORGANIZATION AND YOUR FREIGHT COMPANY OR MAIL CARRIER.

THE HOTEL WILL NOT BE RESPONSIBLE FOR ANY ITEMS, MATERIALS AND/OR EQUIPMENT LEFT IN THE MEETING AREAS OR IN THE GUEST ROOMS.

Shipping and Receiving Department Hours of Operation:
Monday through Friday – 7:00 AM until 3:30 PM

ITEMS BEING SHIPPED FROM:
Doubletree by Hilton Lafayette
1521 West Pinhook Road
Lafayette, Louisiana 70503
337/235-6111

NOTE: For any additional information, please contact our Sales Department at 337-235-6111, ext. 2435.