

Hilton Old Town Alexandria
1767 King Street
Alexandria, VA 22314

Event:

**American College of Osteopathic Pediatricians 2025 Spring Conference
April 3-6, 2025
Exhibit Hall – Potomac Room**

Shipping Information

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.

Materials can be shipped to the Hilton Old Town Alexandria using this address format:

Hold for Name: (Your Name & ACOP Conference)

Arrival Date: (Your arrival date)

c/o Ashli Hawkins (Box ___ of ___)

Hilton Old Town Alexandria

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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 FedEx 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.

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Handling fees will be charged as follows:

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
Pallets	\$75 per pallet
Pallet Storage	Received/Picked up more than 3 days prior to conference, additional \$25 per day
Box Storage	Received/Picked Up more than 3 days prior to conference, additional \$25 per day