

SHIPPING/DELIVERIES
2023 UVCA SPRING CONVENTION

(Updated 3-1-23 pg)

The Hilton Richmond Hotel & Spa/Short Pump will offer complimentary storage and handling for up to ten (10) packages, arriving no earlier than three (3) days prior to the function. A \$5.00 per box handling and storage fee will be charged for any additional incoming boxes.

There will be a charge of \$100 per pallet. Please note the hotel does NOT have a pallet jack.

Due to the volume of packages handled, please notify Jennifer Vidler, Catering Sales Coordinator, at Jennifer.Vidler@Hilton.com prior to all deliveries. All packages are to be delivered to:

Hilton Richmond Hotel & Spa/Short Pump

Attn: Catering Department

12042 West Broad Street

Richmond, VA 23233

HOLD FOR: Virginia Chiropractic Association 2023 Spring Conference / Vendor Name/ Date of Meeting /Total Number of Boxes (i.e. 1 of 4)

The Hilton Richmond Hotel & Spa/Short Pump will assist with outgoing packages. Clients need to bring items to be shipped out back to the Front Desk and arrange pick up with FedEx / own shipping carrier

If you have any questions or concerns, please contact Kathryn McDonald, Conference Services Manager, kathryn.mcdonald@hilton.com Hilton Richmond Hotel and Spa / Short Pump D - 804-592-3619.