

Hilton Rosemont Chicago O'Hare Package Handling for Meetings

Please Address All Packages as Follows:

Hilton Rosemont/Chicago O'Hare

Attn: (Name of OnSite Contact/Joan Anderson)

Hold for: (Name of Meeting & Date of Meeting)

5550 N. River Road

Rosemont, IL 60018

To assist in expediting the timely delivery of meeting materials to your event, please complete the following form.

Name of Event:

Date of Event:

Meeting Room Assignment:

Please Provide Quantities of Items Shipped Below:

Envelope: _____

Box: _____

❖ Booth: _____

❖ Crate: _____

❖ Skid: _____

❖ Other: _____

Carrier/Shipping Company: _____

Tracking #: _____

Shipped to Attention of: _____

Return completed form to: joan.anderson@hilton.com or fax to: 847-678-9756. Questions: 847-928-6178