



Exhibitor Shipping Instruction

Please see below for the shipping box label instruction:

Hilton Washington DC National Mall

480 L'Enfant Plaza, SW

Washington, DC 20024

NCDA Legislative Meeting 2025 – Monday February 3, 2025

((Name of the Exhibitor & Name of Contact person)) **** Person responsible for receiving the package on site. ****

Box # of #

Shipping Handling Fees:

Package Weight	Fee
1 – 10 lbs.	\$10.00 / package
10.1 – 20 lbs.	\$15.00 / package
20.1 – 40 lbs.	\$25.00 / package
40.1 – 60 lbs.	\$50.00 / package
60.1 – 100 lbs.	\$80.00 / package
100.1 lbs and over	\$120.00 / package
Pallets	\$200.00 / pallet

Shipping and Handling Fee will be collected on site. Please have a credit card available.

Please have the Tracking Numbers handy.

The Hotel will accept packages no more than two (2) business days prior to the Show Date. Packages for the event that arrive more than two (2) days prior to the show cannot be accepted due to storage limitations.

At the conclusion of the show, please pack, label, and schedule pickups and inform the hotel staff the time/date of the pickup.