

DIRECTIONS FOR SHIPPING ITEMS TO THE DOUBLETREE BY HILTON

Please follow the procedures below to ensure that all items being shipped to the Hilton Lafayette are shipped in a timely and professional manner. *Items must not arrive at the hotel more than 3 days prior to your event.*

All boxes or items shipped to the hotel MUST have the following information clearly written on the boxes or items

1. Name of the guest or person working the event or booth
2. Dates of guest arrival or the convention/conference or meeting
3. Name of the convention/conference or meeting, if applicable

Upon arrival, your items will be delivered to the exhibit/meeting area unless arrangements have been made with your Catering Manager.

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

WE DO NOT HAVE A FORKLIFT ON SITE. HOTEL CAN ACCEPT ITEMS UP TO 70 LBS.

SHIP ITEMS TO:
Doubletree by Hilton Lafayette
1521 West Pinhook Road
Lafayette, Louisiana 70503
337/235-6111