

# Welcome!

We are excited to host your event at Embassy Suites Outdoor World in Grapevine!  
The information below will get you started toward a great travel and meeting experience.



## Reservations

For guestroom reservations, please call us directly at 972-724-2600 and ask for In-House Reservations.



## DFW International Airport Shuttle Service

Our complimentary courtesy shuttle for the DFW Airport is available on-call 24/7. After calling the hotel direct, exit the baggage claim area and proceed to the lower level of the airport. Wait by the “Courtesy Shuttle Pickup Only” area for the van pictured below. Wait time is usually between 15 – 20 minutes.

### Dial Direct:

Call us at 972-724-2600 after you deplane and provide your arrival gate/terminal information.

**OR**

### Call from the Ground Transportation Information board:



- Go to the lower level after exiting the baggage claim area.
- Find the Ground Transportation Information phone board. (Pictured on the left)
- Follow the prompts to **Embassy Suites by Hilton DFW North** to connect directly with our hotel operator who will ask for your arrival gate/terminal information.

**Note: The return shuttle departs every 30 minutes, on the hour and half-hour, 24 hours a day. Please be in the lobby area between 5 – 7 minutes ahead, as the shuttle will leave promptly.**



## Sending Packages

Our Business Center staff delivers packages to your meeting space on the day of your event. To ensure a timely delivery, please label your packages as follows:

- **Your Name, Group Name**, 2401 Bass Pro Drive, Grapevine, TX 76051
- **Do not** address to a Sales Manager or any other hotel employee.
- Include the name of person(s) authorized to sign for the packages, if any.

The basic price for packages shipped to the hotel (excluding vendors) is based on an average size similar to a box of copy paper (1’x1’x1.5’).

- First five packages up to 25 lbs. – no charge
- \$5.00 per package 0 – 25 lbs. | \$10.00 per package 26 – 50 lbs. | \$75.00 per pallet

*Prices increase in \$5 increments for every 25 pounds (or 1.5 cubic feet). If the meeting party is NOT paying for shipping charges, vendor forms can be provided via email or upon arrival. The business center closes at 3pm. If you need assistance, the front desk will be happy to assist you.*



**EMBASSY SUITES BY HILTON  
DFW AIRPORT NORTH**

2401 BASS PRO DRIVE | GRAPEVINE, TX 76051 | 972.724.2600

[WWW.EMBASSYSUITESDFWNORTH.COM](http://WWW.EMBASSYSUITESDFWNORTH.COM)

[WWW.FACEBOOK.COM/ESOWDFWNORTH](http://WWW.FACEBOOK.COM/ESOWDFWNORTH)