

Shipping of Packages

Hyatt Regency Phoenix will only accept prepaid packages. Any packages delivered C.O.D. will be refused by the hotel and no notification will be made by the hotel to the shipper. Please address all boxes/packages as follows:

(Client Name)

(Client Organization Name)

C/O Hyatt Regency Phoenix

122 N 2nd Street

Phoenix, AZ 85004

Hotel contact Name

Group Meeting Dates

(Box __ of __)

If you are sending more than one package within a single shipment, please be sure to number in sequence (i.e. one of three, two of three, etc.)

Due to limited storage, please do not send packages more than (1) week prior to your event.

Charges of Incoming Packages Received by Hotel:

1-5 lbs \$5

5-20lbs \$10

20-50lbs \$15

50-75lbs \$25

75-100lbs \$50

100+ \$100

Freight Handling/ Any Pallets \$150

Extended Storage (Occurs After 14 Days) \$1/day

**The above costs do not include fees by the courier*

Package Shipping

- All package pick ups need to be scheduled by the shipper at the time that shipping labels are generated*
- The hotel does not have regular FedEx/UPS pick up, its is the shipper's responsibility to schedule package pick up*
- Packing Supplies can be purchased from the UPS store located at 2nd St and Washington.*

If boxes need to be transported to the Phoenix Convention Center, arrangements need to be made with your drayage company.

The hotel does not accept any liability for equipment, goods, displays, or other materials that arrive or fail to arrive at the hotel. The group is responsible for insuring its property for loss or damage. All packages should be clearly marked with a return address.

It is the group's responsibility to check on the arrival of any packages and to check to ensure that the contents are intact. Hyatt Regency Phoenix accepts no liability for lost, stolen, or damaged goods.

All packages for exhibitors should be delivered to the conference's designated drayage company