

# KNOW BEFORE YOU GO

## WE LOOK FORWARD TO WELCOMING YOU TO THE HYATT REGENCY PHOENIX

### IMPORTANT DOCK INFORMATION

- Our loading dock is 44 ft tall.
- A 3x4 foot steel plate available to “bridge” the dock to truck.
- Only 1 truck allowed to load in/out at a time (unless previously arranged).
- **\*Our second space must remain open for deliveries only.**
- NO PARKING is allowed at the dock for any reason after loading and unloading is complete.
- **\*Trucks should be in and out in a timely manner and continue on to available parking away from the dock.**



### SHIPPING AND RECEIVING PACKAGES

- Ship packages to:  
Hyatt Regency Phoenix  
122 North Second Street  
Phoenix, AZ 85004
- Please include on package:  
Hotel contact name and group meeting dates
- We ask that packages not be sent more than (1) week prior to your event.
- Pricing depends on size and weight of box(es) and payment will be due upon time of pick up/delivery of package(s).

### WHAT WE INCLUDE FOR EXHIBITORS:

- 6 foot table, linen, 2 chairs, and a waste basket.

### SECURITY POLICIES

- Any vendor in the back of house MUST sign in and get a badge from security.  
\*The security entrance is located on the West side of the building.  
\*Press the intercom button by the door for access to obtain a badge and sign in.
- For access to the dock, press the buzzer outside for assistance is needed.

### ON SITE AV- ENCORE

For any AV equipment, internet, or power needs, please contact Steve Smart for an Exhibit Services Form.

Steve Smart  
[Steven.smart@encoreglobal.com](mailto:Steven.smart@encoreglobal.com)  
602-741-8335

*Hyatt Regency Phoenix is a non-smoking hotel.*

*Smoking is not permitted indoors, at the pool, on guest room balconies, or within 30 feet of any entrance.*

