

Venue Contact Information

Hotel Contact

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AV Contact

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Shipping Instructions

See forms on Sponsorship Resource Center SHIPPING OF PACKAGES / SHIPPING INFO (2 DIFFERENT DOCS)

Addressing for exhibitor Packages- Please have them addressed as follows

Hyatt Regency Phoenix

<EVENT> / <EXHIBTOR NAME>

122 N 2nd street

Phoenix AZ 85004

Label all Packages: HOLD FOR FUTURECON

Package Handling Fees– Inbound (pre-tax)

From 0 – 5 lbs \$5.00/each

From 6 – 20 lbs \$10.00/each

From 21 – 50 lbs \$15.00/each

Over 50 lbs \$50.00/each

Oversized/Odd \$125.00/each

Pallet- Discuss with your planning manager before sending to determine price

Payment is due at the time of package delivery. Vendors can place the package handling charges to their guest room if they are staying with us, provide a credit card onsite or our finance team can send a credit card authorization to cover the package handling fees. The credit card authorization does need to be completed 3 days prior to the event/delivery date.

Finance Officer- Andy Stewart Andy.stewart@hyatt.com

Outgoing Packages

Regarding your vendors' outbound packages, you will want to instruct them to have a **return shipping label prepared on their final day**, as well as a **scheduled pick up with their selected carrier** (please do communicate with the hotel staff of urgent pick-up times).

Once they are all packed up, we can assist with taping the boxes. The vendors will have the return label(s) on their package(s) and can leave them there at their booth. Our team will take the items down to our outbound package area and they will be picked up from there.

For assistance with printing of return labels, UPS is directly across the street from our front desk and FedEx is about 2 blocks from the hotel. I will also be available to assist with printing if you may need!

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Room Block-No Room Block

www.hyatt.com

Hotel: Hyatt Regency Phoenix

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 <p>\$101</p> <p>DoubleTree Suites by Hilton Phoenix Phoenix</p> <p>From DoubleTree Suites by Hilton Phoenix</p>	 <p>\$127</p> <p>Homewood Suites by Hilton Phoenix/Biltmore Phoenix</p> <p>From Homewood Suites by Hilton</p>	 <p>\$93</p> <p>Home2 Suites by Hilton Phoenix Airport South, AZ Phoenix</p> <p>From Home2 Suites by Hilton Phoenix Airport</p>
 <p>\$187</p> <p>Sheraton Phoenix Downtown Tripadvisor (2.0K) 4-star hotel · Phoenix</p> <p>"We were here for a convention and the hotel was amazing."</p>	 <p>\$176</p> <p>Renaissance Phoenix Downtown Hotel Tripadvisor (1.2K) 3-star hotel · Phoenix</p> <p>"For coffee lovers, there is a full Starbucks in the lobby."</p>	 <p>DEAL -31% \$116 \$169</p> <p>Hyatt Regency Phoenix Tripadvisor (3.9K) 3-star hotel · Phoenix</p> <p>"This hotel is the best choice for accommodation near the Phoenix..."</p>
 <p>DEAL -34% \$109 \$165</p> <p>Kimpton Hotel Palomar Phoenix Cityscape Tripadvisor (1.5K) 4-star hotel · Phoenix</p>	 <p>\$209</p> <p>The Westin Phoenix Downtown Tripadvisor (1.1K) 4-star hotel · Phoenix</p> <p>"The restaurant/bar has great..."</p>	 <p>\$126</p> <p>Hilton Garden Inn Phoenix Downtown Tripadvisor (682) 3-star hotel · Phoenix</p>