## **Venue Contact Information**

Hotel Contact JAMIE GUEVARA T: +602.440.3117 M: +602.607.9974 E: jamie.guevara@hyatt.com

Megan Pollard 602-523-3207 <u>Megan.pollard@hyatt.com</u>

AV Contact Steven B. Smart Sales Manager Encore Global Cell: 602-741-8335 Steven.smart@encoreglobal.com

# **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 2<sup>nd</sup> street Phoenix AZ 85004 Label all Packages: HOLD FOR FUTURECON

### Package Handling Fees-Inbound (pre-tax)

From 0 - 5 lbs\$5.00/eachFrom 6 - 20 lbs\$10.00/eachFrom 21 - 50 lbs\$15.00/eachOver 50 lbs\$50.00/eachOversized/Odd\$125.00/eachPallet- 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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### Finance Officer- Andy Stewart Andy.stewart@hyatt.com

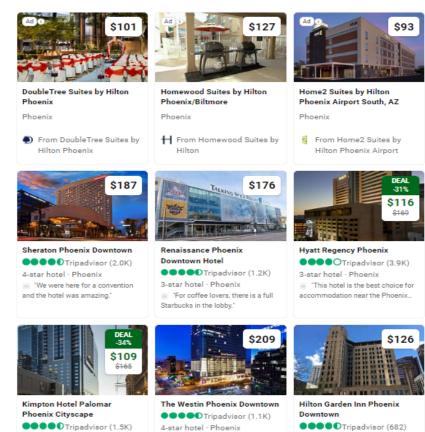
4-star hotel · Phoenix

### **Room Block-No Room Block**

#### www.hyatt.com

Hotel: Hyatt Regency Phoenix Enter: Your Dates Go to the Special Rates Tab Go to Special Offer Code Enter: CHEERS Click Find Hotels

### **Nearby Hotels Listed Below**



"The restaurant/bar has great

3-star hotel · Phoenix