

# HYATT REGENCY PHOENIX

## HOTEL CONTACTS

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## AV CONTACT

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## SHIPPING INSTRUCTIONS

### Incoming Packages

- See forms on Sponsorship Resource Center SHIPPING OF PACKAGES / SHIPPING INFO (2 DIFFERENT DOCS)
- Please address all packages 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/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](mailto: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!

## **ROOM BLOCK: No Room Block**

[www.hyatt.com](http://www.hyatt.com)

Hotel: Hyatt Regency Phoenix

Enter: Your Dates

Go to the Special Rates Tab

Go to Special Offer Code








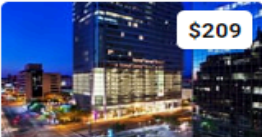

Enter: CHEERS

Click Find Hotels

Link for nearby Hotels

[Downtown Phoenix, AZ Hotels | Hyatt Place Phoenix / Downtown](#)

## Nearby Hotels Listed Below

 <p><b>\$101</b></p> <p>DoubleTree Suites by Hilton Phoenix Phoenix</p> <p>From DoubleTree Suites by Hilton Phoenix</p>	 <p><b>\$127</b></p> <p>Homewood Suites by Hilton Phoenix/Biltmore Phoenix</p> <p>From Homewood Suites by Hilton</p>	 <p><b>\$93</b></p> <p>Home2 Suites by Hilton Phoenix Airport South, AZ Phoenix</p> <p>From Home2 Suites by Hilton Phoenix Airport</p>
 <p><b>\$187</b></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><b>\$176</b></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><b>DEAL -31%</b> <b>\$116</b> <del>\$169</del></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><b>DEAL -34%</b> <b>\$109</b> <del>\$165</del></p> <p>Kimpton Hotel Palomar Phoenix Cityscape ●●●●○ TripAdvisor (1.5K)</p>	 <p><b>\$209</b></p> <p>The Westin Phoenix Downtown ●●●●○ TripAdvisor (1.1K) 4-star hotel · Phoenix</p>	 <p><b>\$126</b></p> <p>Hilton Garden Inn Phoenix Downtown ●●●●○ TripAdvisor (682)</p>