



VENUE CONTACT

- Laurie Thompson
612.819.0934
laurie.thompson@hyatt.com

AV CONTACT

- Steven Smart
Sales Manager Encore Global
602-741-8335
Steven.smart@encoreglobal.com

PARKING

- See [Parking/Directions](#) page to review parking options.

SHIPPING INSTRUCTIONS

Incoming Packages

- Please review [Shipping Information](#) sheet for instructions and requirements for all incoming packages.
- Please reach out to Andy Stewart (Andy.stewart@hyatt.com) and Jamie Guevara (Jamie.guevara@hyatt.com) to obtain credit card authorization link to secure payment for all incoming packages. This is required for venue to release packages shipped.
- 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
- Please address all packages as follows:

ATTN: (On-Site Contact)

HOLD FOR FUTURECON - (EXHIBITOR NAME)

Hyatt Regency Phoenix

122 N 2nd Street

Phoenix, AZ 85004

Outgoing Packages

- Package, seal and label all boxes/cases/etc.. Schedule pickup arrangements with shipping carrier and leave packages on empty booth tables.

HOTEL ACCOMODATIONS

- No room block available, but instructions for discounted rooming at venue are below:

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