



## EXHIBITOR SHIPPING & RECEIVING

This form is only to be used by exhibitors if a drayage/exhibitor company is not handling the show. If a drayage/exhibit company is handling the show, all boxes are to be shipped directly to the exhibit company.

The Receiving Department is open Monday through Friday, 6:30am – 3:00pm.

Handling charges for packages are as follows:

<u>Package Type</u>	<u>Charge</u>
Box	\$10.00/Box
Rolling Cargo Case	\$150.00 / each
Flat Rate for Pallet	\$300.00 / each

Storage charges for packages are as follows:

Packages received or stored 1-5 days prior to event	Complimentary
Packages received or stored 6-10 days prior to event	\$25.00 per day for Boxes / \$50.00 per day for Pallets & Rolling Cargo Cases
Packages received or stored 11+ days prior to event	\$50.00 per day for Boxes / \$100.00 per day for Pallets & Rolling Cargo Cases

Note: Any other special deliveries must be approved prior to shipping by the group assigned event manager. Additional fees may apply.

Payment:

- Payment will be made on-site at time of the delivery of the boxes. Payment will not be made in advance.
- Payment can be charged to a registered guestroom or paid via credit card. **The person on-site accepting the boxes must be authorized to provide payment.**

All materials being sent to the hotel must be addressed as follows:

1. Hyatt Regency Minneapolis
2. Attn: Guest's Name / Organization / Booth #
3. Conference Name
4. Arrival Date
5. Number of Boxes (i.e. box 1 of 1, box 1 of 2, etc)
6. 1300 Nicollet Mall
7. Minneapolis, MN 55403

To Receive Boxes/Packages On-Site:

- Text #612-669-3721 with your name, company name, and booth number.
- An Event Setup Services team member will collect the proper form of payment and then deliver the boxes/packages
- Boxes/packages will be delivered upon receipt of payment and when a member of the exhibiting party is present at the booth
- Please have the tracking numbers available to help expedite the delivery of the boxes/packages

The hotel accepts no responsibility for the return of packages or shipments at the conclusion of the function. Exhibitor must come prepared with pre-printed return labels and arrangements with a shipping company must be made in advance. There is not a regularly scheduled pick-up with shipment companies including FedEx, UPS, and other common couriers.

The Hotel is not responsible for perishable items or items damaged during shipment.