

SHIPPING AND RECEIVING

Due to heightened security and limited storage space, special arrangements must be made for receiving equipment, goods, displays and other materials that will be sent, delivered or brought into the hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required. Please notify us of any oversized items so that the appropriate arrangements may be made.

Exhibits **cannot** be received directly by the hotel. Please utilize your drayage company.

All boxes and materials shipped to the hotel for your convention may be delivered **three (3) working days** prior to your meeting dates. The hotel is unable to accept shipments that may require a forklift or other power lifting to move. Please contact your Event Planning Manager for additional assistance with oversized items.

Our Receiving entrance is open 7:00am – 3:00pm, Monday through Friday.

Any materials being sent to the hotel must be labeled as follows:

**HYATT REGENCY MISSION BAY
1441 QUIVIRA ROAD
SAN DIEGO, CA 92109-7898 USA
RECIPIENT'S NAME
NAME OF ORGANIZATION
DATE (S) OF THE MEETING
NUMBER OF BOXES SHIPPED (I.E. BOX 1 OF #)**

Upon check in, please verify receipt of shipped materials with front office personnel or Event Manager. The Hyatt Regency Mission Bay will not accept packages or shipments arriving C.O.D. The hotel will refuse any shipments not prepaid and the hotel will make no notification to the shipper. Additionally, the hotel assumes no liability for any loss or damage to packages, boxes or shipments received prior to, during or following your event.

Convention materials shipping/receiving charges apply as follows:

Incoming letter/small package – no charge	Incoming box less than 40 lbs. – \$5.00
Outgoing letter/small package – \$5.00	Outgoing box less than 40 lbs – \$5.00

Incoming box more than 40 lbs. – \$20.00	Incoming pallet/skid – \$100.00
Outgoing box more than 40 lbs. – \$20.00	Outgoing pallet/skid – \$100.00

Exhibits materials shipping/receiving charges apply as follows:

Incoming/outgoing box not to exceed 40 pounds - \$25.00, each way

Incoming/outgoing box exceeding 40 pounds - \$75.00, each way

Incoming/outgoing pallet or skid - \$250.00, each way

*Charges include an initial movement of boxes; additional movement is subject to a labor charge.

When shipping materials out from the hotel, please do not forget your preprinted labels with your account number. If you are in need of shipping labels, the hotel can provide those along with shipping forms, which must be completed. Shipping charges may be posted to a master account for authorized group representatives.

